

Resume

Qualification Records

2013-2014	Diploma in Logistic Management (SIMM)
1999-2001	NTC2 in Precision Engineering-Injection Mould (ITE Balestier)
1995-1998	GCE 'O' Level (Changkat Changi Secondary School)

National Service

Completed in 2004	Rank : LCP
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Hobby

Automobile Modelling (static/remote control)

Working Experience

Company	Astro Express Logistics Pte Ltd
Position	Sea Freight Executive (Import/Export)
Period	Rejoined on 20 May 2018 till to-date (Previous employment period from April 2015 till July 2016)
Scope of Work	<ul style="list-style-type: none">● Receiving of pre-alerts from overseas agent and liaise with local consignee on incoming shipments● Using the Freight Master Management system for billing/payment/arrival notices and Vcargo Cloud system for declaring of permits (IT, IG, DP)● Work with external parties (hauliers, transporters) to ensure accurate delivery schedules are met● Handle Export shipments (LCL)

Company	Cargotec Pte Ltd
Position	Assistant Operation Manager
Period	August 2016 till 16 May 2018
Scope of Work	<ul style="list-style-type: none">● Conduct short briefings and trainings to subordinates (warehouse assistants)● Handling request from agents in cargo clearing (freight forwarders)● Processing agents' shipments at SATS / DNATA terminal● Conducting of surveys for damage cargo● Coordinating and monitoring of cargo shipments with internal colleagues for clearance● Using Gurusoft system to input agents shipments for pre-alert● Administrative duties

Company	Rolex Pte Ltd
Position	Inventory Controller
Period	November 2014 to March 2015
Scope of Work	<ul style="list-style-type: none">● Scan watches serial numbers to SAP system● Pick and pack watches together with Instruction Booklets/Manuals/G Card holders for export● Delivery of watches to local retailers● Check to ensure the swopping of dial, bracket & strap assembly are done accordingly to customers' request● Liaise with forwarders to pick up ready shipments for export● Prepare monthly inventory reports

Company	Chye Whatt Seng Pte Ltd
Position	Operation Executive cum Technician
Period	February 2008 - October 2014
Scope of Work	<ul style="list-style-type: none">● Record and arranged incoming and outgoing stocks● Handle sport equipment for exportation● Coordinate storage, transportation and distribution of stocks to local customers● Servicing and repairing of sports' equipment● Yearly stock take for audit purposes

Company	Martin Professional Pte Ltd
Position	Technician
Period	June 2006 to February 2008
Scope of Work	<ul style="list-style-type: none">● Service and repair lighting fixtures● On sites servicing to night spots such as clubs and on board cruise ships

Company Alliance Cosmo Asia-Pac
Position Inventory Controller
Period December 2005 - March 2006
Scope of Work

- Record and arranged incoming and outgoing stocks
- Handle packaging of products for shipment as well as for delivery to local customers

Company Tyco Electronic Singapore Pte Ltd
Position Machinist
Period June 2005 - November 2005
Scope of Work

- Run chip making machines
- Trouble shoot and do minor repairs on machines

Company Fu Yu Ltd
Position Tool-room Technician
Period June 2004 to May 2005
Scope of Work

- Interpret Technical Drawings
- Operate CNC, EDM Single/Multiple Electrode machinery
- Polishing and final adjustment of Electrodes
- Surface Grinding
- CMM measurement on work pieces, electrodes