

CANDIDATURE SUMMARY

Position Applied for – Executive – Contract Logistics/LCM, Operations

Professional Experience : 3 years of experience in handling Operations in the Logistics department

Software Skills : Microsoft Word, Excel, PowerPoint, Visio, Minitab, Flexsim and SAP
Highest Qualification : Specialist Diploma in Supply Chain Management

Last Drawn Salary : \$3000
Expected Salary : \$3200
Availability : 1 month notice

Oct 2019 – Present

ST Engineering Synthesis Pte Ltd

Position

Job Responsibilities :

Logistics & Operation Executive

- Oversight Day to Day Operation of Section
- Ensure various KPIs for the Section are met
- Engaging client to present performance achievement
- Monitor Critical Spares to prevent AOG situation
- Hasten vendors for Quotation and Estimate Delivery Date of Repair Item
- Deal with vendors which lapse turn-a-round time
- Updating of Quotation and Estimate Delivery Date in SAP system
- Generating various report for different uses.
- Handle Disposal of Aircraft parts and components
- Planning and Coordinate Air and Sea shipment for Procurement Parts and Repair Parts
- Preparing Shipping Document
- Keep track of freight prices and choose the most cost-effective option
- Monitor any delays in shipments and update relevant party

Quality Assurance Representative

- Accounting for all the workflow quality related matter for the Depot
- Execute, manage and Co-ordinate workflow Quality Self Check activities for the depot
- Ensure all work process in accordance with SOP
- Disseminating of revised SOP and new SOP
- Handling Audits and Auditors
- Update Superiors on workflow quality issues, finding and follow up verification
- Conducting root cause analysis to determine area of improvement or identifying possible mistake.

Last Drawn Salary : \$3000

Reason for Leaving : Management restructure. Also looking for better career opportunity

Mar 2018 – Oct 2019

Singapore Armed Forces (Logistics Formations)

Supply Specialist

Job Responsibilities :

- Issuing, receiving, inspecting, loading, segregating, and delivering supplies and equipment
- Delegating task to the supply assistants
- Preparing all unit and organizational supply documents
- Coordinating supply activities
- Management of Inventory and House Keeping operation
- Performing Warehouse Operation
- Procurement of supplies
- Scheduling Monthly Check/Quarterly Check
- Monitoring the periodic maintenance of equipment
- Handling contractors for maintenance of equipment

- Handling and assisting queries of Auditors
- Planning duty roster for daily duty personnel

Last Drawn Salary : \$800
Reason for Leaving : End of NS

Sep 2016 – Feb 2017
PSA Corporation Limited
Intern

Job Responsibilities :

- Handling cases in a crisis management team regarding about the receivership of Hanjin Shipping Line
- Assist Hanjin and various logistics companies with their questions by emails and phone calls.
- Facilitating the delivery of local import containers and the loading and transfer of transshipment container bound for other countries.
- Calculate Quotation for the consignee.
- Handle Admin things like collating the data of the number of Hanjin container in the port and collating the data of all the affected Hanjin consignee to contact.
- Patrolling in Terminal for security and safety breaches
- Setting up a HSSE event to spread importance of Health, Safety, Security and Environment issues.

Last Drawn Salary : \$1000
Reason for Leaving : Intern ended

May 2016 – Sep 2016
Wildlife Reserves Singapore (Night Safari)
Guest Relation Officer

Job Responsibilities :

- Operating from Front Desk (Reception)
 - Assist guest with their questions, enquiries, and feedback.
 - Handling guests' mails and messages and answering phone calls.
 - Meet and Greet Guest and VIPs
 - Monitoring House Situation
 - Making sure security, maintenance and cleanliness of the facility is up to standard
 - Cashiering duties
-

Dec 2012 – Feb 2016
The Singapore Mint
Retail Assistant

Job Responsibilities :

- Assist guest with their questions, enquiries, and feedback.
 - Cashiering duties
 - Monitoring House Situation
-

- Receiving and storing the delivery of large amounts of stock
 - Ensuring Stocks Level are well maintained
 - Forecasting order of stock to meet demands of customers
 - Stocking shelves with merchandise.
 - Keeping up to date with special promotions and putting up displays.
-

Jun 2011

Kinergy Ltd

Logistics Assistant

Job Responsibilities :

- Receiving goods
 - Prepare Outgoing shipment
 - Ensure the inventory of stocks are accurate
 - Ensure the stocks are in good condition.
-

Education Background :

Ongoing (Expected March 2023)

University College Dublin

Bachelor of Business Studies Logistics and Supply Chain Management

2021

Republic Polytechnic

Specialist Diploma in Supply Chain Management

Language Proficiency :

English, Chinese