

CAREER SUMMARY

- Dedicated & loyal team member with more than 10 years of working experience in various industries such as retail, food & beverages, wholesalers, and logistics
- Since 2013 been serving as the role of Global Account Supervisor under Korchina Logistics (Singapore) Pte Ltd, an established logistics company with 37 branches in 17 countries
- Effectively bilingual in English & Mandarin; and has abilities to gain co-operation from working partners from diverse backgrounds
- Self-motivated and a great willingness to learn; able to work both independently and as a team member to establish priorities, complete time sensitive tasks and ensure positive outcomes

SOFTWARE SKILLS

- MS Word, PowerPoint, Excel, Outlook
- SAP / Cello / MYOB

SOFT SKILLS

- Customer Service
- Inventory Management
- Logistics Co-ordination
- Sales Support
- Order Fulfillment
- Filing Management
- Data Entry
- Generate Reports

EXPERIENCE

<i>Company</i>	Korchina Logistics Singapore Pte Ltd
<i>Period</i>	Jul' 2013 - Present
<i>Industry</i>	Logistics
<i>Position Title</i>	Global Account Supervisor
<i>Job Highlights</i>	<ul style="list-style-type: none">• Consolidates and prepare export shipments for consignee• Coordinates with overseas agents and consignee namely China, Thailand, Taiwan, Vietnam, and Korea• Liaise with air and sea export department for booking and schedule• Ensures shipments and documents are ready before exporting out.• Responses to consignee and agents' request or complaints in a timely manner• Provide documents with shipment details for warehouse department• Provide training for new permanent and temporary staff• Generates debit and credit note• Constantly work with Air, Sea, and warehouse department to improvise better work process and operation flow
<i>Reason for leaving</i>	Seeking for career progression
<i>Company</i>	DMX Products Pte Ltd
<i>Period</i>	Mar' 2012 – May' 2013
<i>Industry</i>	Manufacturing – Construction Tools
<i>Position Title</i>	Administrative Assistant
<i>Job Highlights</i>	<ul style="list-style-type: none">• Handled walk-in customer• Generated invoices for every sale• Assisted in providing quotations for new and existing customers• Assisted in tabulating monthly sales for company system input• Troubleshoot coring and grinding machines• Assist in core bit cutting and diamond segment welding process• General housekeeping to ensure environment is clean and safe with zero accident• Working closely with Purchasing Department to ensure stocks are at optimum level• Co-ordinate all logistic for smooth delivery to customers
<i>Reason for leaving</i>	Change in career direction

EDUCATION

2020-2022	Temasek Polytechnic	Diploma in Business Practice
2012	Singapore Institute of Retail Management	Diploma in Retail Management (WSQ)
2007 – 2009	Institute of Technical Education College (Simei)	Higher NITEC in Mechanical Engineering
2005 – 2007	Institute of Technical Education College (Simei)	NITEC in Mechanical Technology
2001 – 2004	Bedok North Secondary School	GCE 'N' Level
1995 – 2000	Eunos Primary School	PSLE

HEALTH

Non-Smoker / Physically Fit