

PARTICULARS

CAREER OBJECTIVES

To broaden my knowledge of the Supply Chain/Logistics industry, as well as accepting new challenges to push beyond my capabilities.

EDUCATIONAL BACKGROUND

1996-2001	St.Gabriel's Primary School	PSLE
2002-2005	St.Gabriel's Secondary School	N Levels
2002-2006	St.Gabriel's Secondary School	O Levels
2007-2009	ITE College East	Higher Nitec in Wireless Technology (IT)
2011-2012	Singapore Institute of Materials Management (SIMM)	Certificate in Logistics and Distribution Management
2012-2013	Singapore Institute of Materials Management (SIMM)	Diploma in Logistics Management
2013-2014	Singapore Institute of Materials Management (SIMM)	Bridging Course for Bachelor of Commerce Logistics & Supply Chain Management
2014-2015	Curtin University	Bachelor of Commerce Logistics & Supply Chain Management

WORKING HISTORY

Company's name : **Emerson Process Management Asia Pacific Pte Ltd**
Period : September 2008 - October 2008
Position Title : End User Support Team
Reason For Leaving : School Attachment
Last Drawn Salary : \$420 (School Intern)
Job Description :

- IT support for diagnosing programs for laptops and desktops, installing software
- Migration of upgrading software to all users' computers

Achievement : Learn new skills which were not taught in school

Company's Name : **SDV Logistics (Singapore) Pte Ltd**
Period : June 2012 - January 2013
Position Title : Logistics Assistant
Reason For Leaving : Further Studies for Bridging Course
Last Drawn Salary : \$1,350
Job Description :

- Attached to Honeywell Aerospace (Loyang) as 3PL
- Quality check on incoming aircraft parts, tallying with original certificate attached, checking for discrepancies.
- Picking and packing at outgoing station, tallying with airway bill permit
- Data entry into SAP system on outbound aircraft parts
- Liaising with forwarders, couriers for pickup on aircraft parts
- Requesting for airway bill permit before pickup by forwarders or couriers if aircraft parts are Tier 3

Company's name : **eLC Pte Ltd**
Period : 01 December 2014 - 31 November 2015
Position Title : Assistant Executive
Reason For Leaving : End of 1-year contract
Last Drawn Salary : \$2,000 (On Contract Basis)
Job Description :

- Attached to SAF Nee Soon Camp (Engineers Training Institute) to manage facilities and coordination of training resources.

Achievement : Learn to plan based on training forecasts and better management of multi-tasking

Company's name	:	DB Schenker Singapore
Period	:	01 March 2016 - 17 February 2018
Position Title	:	Logistics Officer - Executive
Reason For Leaving	:	High level of commitment in the program
Last Drawn Salary	:	\$2,450 (Basic, excluding OT), Logistics Officer \$3,200 (Basic Salary), Executive
Job Description	:	Attached to Johnson & Johnson program and managing as a Logistics Officer, hotliner role - Doing inbound and outbound checking on surgical instruments and implants - Using SAP and WMS systems to manage transaction of both inbound and outbound, as well as placing orders to source for low inventory stock level based on SAP data - Liaising with JnJ Sales and CS directly as a hotliner to communicate in daily operations - Coordinating with drivers and dispatching loads to their respective hospital spread across islandwide - On 24/7 operational ready to standby of any activations
Achievements	:	- Proper forecasting and planning of sets to hospitals for next day cases - Very cautious when checking on trays and implants to ensure proper SKU and quantity are correct and are in sets before dispatching out to hospital for cases - Trained on multi-tasking to handle operations and hotline phone - Trained under high pressure both mentally and physically - Good working relationships between 3PL Service Provider and Customer's expectations and requirements - Able to respond quickly to URGENT cases - Understanding customer sales' expectations and requirements. To be professional on doing things to ensure sales' needs are delivered early or on time to their respective hospitals
Job Description	:	Attached to Applied Materials program as an Executive level - Managing a team of admin and outbound operations - Handling Export Department - Managing Applied Materials' end customers from the manufacturing sites from various countries (USA Austin, South Korea, Japan, Taiwan, China) - Export shipment are all Oracle & SAP based for system transaction and creating shipping documents - Liaising with CEVA logistics and BHS Transportation for exporting out from DB Schenker facility

- Handling and fronting customers (Applied Materials & their end customers), from the management level
- Problem solving and continuous improvement in processes and job allocations to the team
- Program is on 24/7 operations running on 2 shifts, 12hours each shift

Achievements :

- Improving on leadership role
- Working attitude adapted from a worker to leader role
- Better decision makings as an Executive
- Trained to face customers' management upfront and managing own team of people under me
- Taking up more responsibilities and expectations from management perspective point of view
- Understanding the needs and issues faced when dealing with my team members

Company's name : **Goodpack IBC (Singapore) Pte Ltd**
 Period : 01 May 2018 – 30 Apr 2019
 Position Title : Operations Executive
 Reason For Leaving : Expanding more options in Supply Chain
 Last Drawn Salary : \$3,100
 Job Description : Handling Depot and operations in Singapore based Customers. System used is SAP

- Monitoring Inventory level of the SKU
- Ensuring Quality Assurance during depot process handling at warehouse
- Investigation on Quality Rejects at Depot and providing investigation report
- Monthly summary & invoice billing
- Creating Inbound & Outbound References for Depot scanning processes
- Providing Shipping Instructions, Invoices, Purchase Order to respective vendor (Depot/Shipping Liner/Transporter)
- Stock Count at depot to ensure accuracy for both inventory physically and system data

Achievements :

- Overcoming challenges
 - o First 2 months stationed at depot to understand and witness the process flow, quality related matters, as well as past customers' complaints history
 - o Handling Customer's complaint
 - o Trained to be independent
 - o Multi-tasking roles

- Understanding Direct Shipper roles in logistics operations

Company's name : **Yang Kee Logistics Pte Ltd**
 Period : 01 May 2019 - Current
 Position Title : Operations Executive
 Reason For Leaving : Looking for opportunity to climb in ranking
 Last Drawn Salary : \$3,675 (\$70 Handphone allowance)
 Job Description :

- Attached to Akzo International Paint account
- Dealing with paints to supply to marine vessels (Eg. Sembawang shipyard, Keppel shipyards, PSA ports)
- Multi-client accounts DG warehouse (Class 3 flammable liquids, 5.2 double oxygen bond/ignition explosive, 8 & 9 corrosive substance & chemical reaction to skin)
- Managing the entire ground operations and admin team
- Providing to management monthly Ops report presentation
- Decision making in operations
- SAP (Customer) & Symphony WMS (Yang Kee) used
- Handling inventory management via weekly stock-take

Achievements :

- Able to learn properly and have an overview expectations of an OE
- Felt the pressure on responsibilities upon encountering challenges and problems faced such as order processing or manpower related
- Able to manage customer's CS team well with professionalism. Gain respect and good relations with customers' side
- Ops team are willing to cooperate and listen, as compared to the period when I first started in May 2019
- Good boss/management to guide me as an OE, and learned about P&L so as to let me have better planning on resources handling

ADDITIONAL INFORMATION

- Served National Service from 14 September 2009 to 13 September 2011.
 - > Attended Storeman Course
 - > Jobscope as an administrative clerk handling Petrol Oil Lubricant (POL) in SAF HQ Transport & Supply Chain Logistics
 - > Handled fuel consumption and fuel cards management throughout entire SAF, Air Force and Navy from companies like SHELL, Exxon Mobil, SPC and HIN LEONG.
 - > Indentment of diesel and petrol through Electronics Procurement System (ePS) and Enterprise System (ES)
- IT knowledge in Microsoft Word, Powerpoint, Excel and Email Correspondence, IT Networking (CCNA 1&2, fundamentals)
- Graduated as Bachelor of Commerce Logistics & Supply Chain Management
- Currently a Grassroot Leader in Youth Executive Committee of Ayer Rajah Community Centre since 2011. Present position is General Secretary.
 - > Core team leader in planning in an event on 29th July 2012, led Singapore to Guinness World Record and Singapore Book of Record on forming the world largest mosaic of 20,000 cupcakes, as part of Singapore National Birthday.

Language : English (Spoken & Written), Chinese (Spoken)

Expected Salary : Negotiable

Availability : One Month