

RESUME

OBJECTIVE

To enhance my skillset and build a satisfying career.

EDUCATION

Kaplan Higher Education Academy <i>Diploma in Logistic Management</i>	April 2016 - December 2016
ITE College East, Simei <i>Higher Nitec in Integrated Logistic Management</i>	January 2007 - December 2009
Bedok Town Secondary School <i>GCE 'O' Level</i>	January 2003 - December 2006
Fengshan Primary School <i>PSLE</i>	January 1997 -December 2002

Relevant Courses Attended

CSCS – Certified Supply Chain Specialist in DHL
Work at Height (MOM)
Forklift License
Class 3 License

WORK EXPERIENCE

Company	: ETHOZ Group LTD	December 2017 – Present
Designation	: Operation Executives	

- o Manage daily fleet maintenance and operations.
 - 1. Make sure that the replacement vehicles are in clean and good conditions.
 - 2. Ensure that replacement vehicle faulty issue is rectified on time.
- o Planning, coordinating schedules and monitoring of vehicle status.
 - 1. Monitor customer vehicle fleet servicing and inspection requirements
 - 2. Schedule customer vehicle servicing, repair and inspection request when needed.

- 3. Ensure servicing and repair completed before deadlines.
- 4. To assist customer to plan for the vehicle servicing arrangement.
- o Adherence to Standard Operating Procedures, providing good customer service.
 - 1. Attend to customer walk-in request for servicing and repair.
 - 2. Assist customer walk-in for vehicle accident matters.
 - 3. Ensure vehicle servicing and repair planned according to SOP.
 - 4. Attend to customer call/messages before/after office hours.
 - 5. Assist customer to apply/transfer vehicle season parking.
- o Coordinate with internal and external customers to support daily deliveries.
 - 1. To arrange Driver for vehicle collection and return request by customer.
 - 2. To arrange Driver for vehicle configuration installation/repair/servicing to and fro external contractors and agents
- o Coordinate vehicle inspection, maintenance and servicing of fleet
 - 1. To arrange vehicle collection and return for vehicle yearly LTA inspection and brake test by authorized agency.
 - 2. To ensure vehicle faulty issues are rectified before returning vehicle back to customer.
- o Ensure the general upkeep and cleanliness of the fleet.

Last drawn salary : \$2840

Reason for leaving : Wanting to look for better opportunities and progression

Company : 180 Concepts Pte Ltd
Designation : Event Operation Executives

May 2016 – December 2017

- o Assist in planning weekly events space setup and teardown.
- o To ensure that the event booths and equipment are correctly setup before the allocated timing.
- o To ensure that the overseas event is running smoothly.
- o To ensure that there is enough manpower whenever there's an event occurs.
- o Daily check on the condition of the booths and equipment.
- o In-charge of logistic department
- o Weekly cycle inventory count
- o Ad-hoc duties
- o Testing and connecting of electricity to power point.

Last drawn salary : \$1980

Reason for leaving : Wanting to look for better opportunities

Company : DHL Supply Chain Singapore Pte Ltd
Designation : Senior Logistic Coordinator

Dec 2013 – May 2016

- o Inbound process improvement, productivity, work flow efficiency
- o Coordinate with Operation Supervisor to complete daily warehouse operational activities

- o Oversees buffer replenishment to Pick Phase in warehouse
- o Planning daily task execution for Value Added Services eg. Changing of price tags, Steaming of garments
- o Inventory Control ensuring inventory accuracy, warehouse capacity optimization

- o In charge of weekly cycle count and system adjustment

- o Location optimization and re-layout of warehouse
- o Assist in various Ad-Hoc projects (Warehouse Internal and External Migration, White Sticker/Price Change, Malaysia Move)
- o Assist in Annual Stock take – generating count sheets, system adjustments, reconciliation if found any discrepancies
- o 2 Weeks Overseas attachment to KL to participate in improvement initiatives, improving work flow efficiency, inventory accuracy and training of staff
- o Customer service – to fulfill customer enquiries and to ensure operations meet their Performance target
- o Review and propose for approval on employee's grievance handling and performance assessment
- o Propose and implement alternative solution to improve work process efficiency
- o Ensure the compliance of staff safety during work is to company standard

Last drawn salary: \$1850

Reason for leaving: Closure of project

Company : Playhouse (LifeBrandz)
Designation : Bartender/Server (Part-Time)

Mar 2013 – Aug 2013

- o Deliver orders to the customers after ensuring accuracy
- o Serve alcoholic and non alcoholic drinks as instructed
- o Ensure service station is well stocked
- o Ensure all food items are prepared to the highest of standards
- o Take beverage orders from servers or directly from guests or patrons
- o Mix ingredients, for instance; soda, sugar, bitters or fruit juice
- o Collect cash for beverages or drinks served and record sales
- o Maintain record and control of bar stock and arrange supplies

Last drawn salary: \$1200

Reason for leaving: Changing of Environment & Seeking for Full Time Job

Company : WMG Pte Ltd
Designation : Projects Assistant (Customer Service)

July 2006 to Aug 2007

- o Project management
- o Coordinate with client on individual project.
- o Scheduling daily operations.
- o Purchasing for individual project.
- o Generate end of month summary of job report; cost report; etc
- o Carry out assignments delegated by superior.
- o Management reporting and preparation of statistics on the accident & complaint.

Last drawn salary: \$1200
Reason for leaving: School Enrolment

OTHERS

Aspiring Forklift Drivers

PSA Institute (WDA)

SALARY

Current: \$2840
Expected: \$3200 – \$3500

AVAILABILITY

19 July 2021

LANGUAGES

English/Mandarin : Spoken & Written
Teochew/Hokkien : Spoken

COMPUTER KNOWLEDGE

Microsoft Office - MS Word, Excel, Access, PowerPoint
Warehouse management system AS400 (IBM)
Microsoft NAV system
OWS system

NATIONAL SERVICE

Rank : Corporal
Vocation : Audio In-Charge and Signal Store 2man
Unit : HQ BMTC