
OBJECTIVE

My objective is to be part of the innovating to achieve organization by utilizing my highly efficient knowledge on maintaining the schedule of leading, shipping, and receiving operations. A Multi-skilled, hardworking, and efficient. Warehouse Assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities.

PERSONAL SKILLS

Enthusiastic and good adaptability to various situations. Professional, assertive, and tactful in handling and completing all tasks assigned to reach targeted results **Strong leadership** and excellent interpersonal and communication skills. Able to work with minimum supervision. Co-operative team player.

- **Warehouse management system**
- **SAP system**
- **AX system**
- **ORACLE system**
- **Team management**

EDUCATION

SMK TAMAN PASIR PUTIH
PMR, SPM (O'LEVEL, N'LEVEL)
Year: 2010

WAWASAN OPEN UNIVERSITY
BACHELOUR OF DEGREE IN HUMAN RESOURCES MANAGEMENT
CGPA: 2.00/ 4.00 (ONGOING)
Year: 2023

LANGUAGE PROFICIENCY

English: Fluent
Malay: Fluent
Tamil: Excellent

COMPUTER SKILLS

- MS Office (MS Word, Excel and Power Point)
- Proficient in programming Adobe Photoshop, Window Vista, Window XP

2017 TO PRESENT

WAREHOUSE ASSISTANCE/ FREIGHT COORDINATOR **JABIL PTE LTD**

- overall coordination, tracking/ status of all in -house MRB materials Work closely with Planning, Engineering, Field Service, and Materials to identify priorities and resolve open issues
- Maintains an inventory control system for the Warehouse to ensure goods received, stored are properly recorded and accounted
- Ensures warehouse inventory is organized and stored in an orderly, accessible, and safe manner.
- Contacts buyers/suppliers regarding shortages and condition of materials and equipment received.
- Properly completes manufacturing documentation. Initiate's material transfers, reports quality issues, records transactions in SAP as needed to preserve traceability and inventory accuracy.
- Maintains the accuracy of identification and count of materials. Responsible for maintaining accurate inventory and conducting cycle counts
- Performs any other projects or duties that may be assigned.
- Check import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a tariff coding system.
- Determine method of shipment, and prepare bills of lading, invoices, and other shipping documents.
- Enter shipping information into a computer by hand or by using a hand-held scanner that reads bar codes on goods.
- Process customer's orders / enquiries timely and accurately. ... Liaison with multiple parties including customers, carriers, haulers, overseas agents etc. for freight handling and / or other matters. Handle shipping documentation (import / export / BL / documentation) Handle Cargo documentation such as LCL & FCL
- Working on import/export documentation to determine cargo content
- Preparing overall incoming outgoing truck chargers report and forwarder invoices chargers report to finance.
- Following up on the forwarder payments.
- Handling shipping document: Import & Export & BL & LC & • To reserve accrual to respective creditors A/C
- Obtaining estimated costs for unusual cargo such as oversize, dangerous goods and perishable. Follow up on cargo arrival at destination for pending inland arrangements.
- Process customers' orders, generate DO & Invoice to customer promptly and accurately
- Liaise with co-loader for shipment booking
- Coordinate transport arrangement for pick up or delivery of cargo/Knowledge in Trade net and Permit declaration.

2016-2017

PRODUCTION OPERATOR

BAXTER PTE LTD

- Operate specialty machinery to fabricate, manufacture, assemble, or move products
- Maintain and monitor machine to make sure it functions properly
- Understanding of products operated machine works
- Conduct quality checks periodically
- Verify adequate materials and supplies are available to complete operations as needed
- Analyze machine operations and output if applicable
- Adjust machine as needed for changeovers, different functions, or other varying needs of production
- Perform to meet daily production target and capable of responding to overtime when necessary.

2013-2017

PRODUCTION OPERATOR

SUNNINGDALE PTE LTD

- Calculates factors, such as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator.
- Maintains files of documents used and prepared.
- Recorded as Machine-Load Clerk; department or division of establishment to which data pertains as Production Clerk, Lace Tearing; Mill Recorder; or work aids used as Production-Control Pegboard Clerk.
- Updating schedules and records, such as Machine Target / Speed (MRP)
- Update daily operation hours for monitoring
- Provide admin support to store
- Month-end inventory count

CURRENT INCOME

- SGD :2K

~I'm looking forward to discussing the position and my qualifications with you in more details soon. ~
