

Independent and self-driven, I have close to 4 years of experience in IT operations and 3 years of work experience in logistics industry. I have a proven track record of working with customers and vendors. I am currently enrolled in Logistics and Supply Chain Management course in SUSS and am keen to join the industry.

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### Education

#### **Singapore University of Social Sciences**

**2019-Present**

- Bsc Logistics and Supply Chain Management

#### **Temasek Polytechnic**

**2013-2016**

- Diploma in Information Technology

#### **Coral Secondary School**

**2008-2012**

- 'O' Levels

### Work Experience

#### ***Associate Engineer at ST Engineering Advanced Network & Sensors Pte.Ltd***

**June 2018 – Present**

- **Responsible for carrying out corrective and preventive maintenance** of communications devices for Singapore defence force.
- **Lead a team of six** to perform daily tasking, fault and consistently achieved at least 75% distinction in the competency tests.
- Liaise and maintain **good relationships with external vendors** to ensure equipment maintenance service level agreements are achieved
- Develop work procedures to ensure team **consistently achieves zero work accident.**
- Support **customer service team** on equipment servicing and maintenance issues.
- In charge of preparing monthly servicing and analysis reports to **monitor team performance and identify improvement opportunities**

#### ***Operations Trainee at CX Logistics***

**January 2013 – July 2016**

- Operational delivery and routine packing activities for the warehouse
- Responsible for quality check on items before and after events
- Documentation for LCL shipment during loading and unloading

### Skills

Language skills: Highly proficient in both written and spoken English and Chinese

Software: Microsoft Powerpoint, Microsoft Excel, Microsoft Word, Visual Studio, Sql Server Management Studio, MySql WorkBench

Programming language: Java, C#

Web Development: HTML, Php, Adobe Photoshop, Ajax technologies, CS