

Career Objectives

Seeking a career in service sector.

Synopsis

Service oriented, goal driven, team-player and well planned

Summary of Qualification

: Computer skills in Windows Application, Microsoft Application and Internet Explorer.

: Excellent customer service as certified.

Education Level**ITE Balestier**

Year: 2006-2008

Attained: Nitec in Mechatronics

Queensway Secondary School

Year: 2002-2005

Attained: N Level

New Town Primary School

Year: 1996-2001

Attained: PSLE

Working Experience

Job Title: Warehouse Supervisor(Acting Executive)(23RD November- current)

Employer: Kok Tong Construction Pte Ltd(KTC)

Jobscope: Assist Warehouse Director and Warehouse Executives on daily Operations.

Supervise Warehouse Staff on daily task and Operations.

Assist Warehouse Director and Warehouse Executives in coordinating and planning.

Attend Management meetings.

Liaising with Vendors, Purchasing Department, Site personnel and Contractors Via Emails and calls.

Create Delivery Order and Invoices.(SAP SYSTEM)

Data entry for Warehouse inventory and Shipments.

Internal transfer for company.

Bond to Bond transfer(Overseas arrival)

In charge of ordering machinery parts for warehouse and all sites(Singapore)

In charge of ordering workshop and warehouse parts(STOCKS).

Data entry for stock in warehouse and Bonded.

Inventory check.

Train new Staff on daily duties.

Job Title: Shipping Assistant(August 2020- November 2020)

Employer: Sumitomo Pte Ltd

Jobscope: Assist Shipping Executives & Executive Manager on daily Shipments and Coordination.

Coordinate with Warehouse Department, Sales Department and Transport Department on Shipments.

Issue Delivery DO To Warehouse Department and Transport Department.

Collect DO from Warehouse Department after Shipments.

Liaising with Vendors Via Emails and calls.

Liaising with Clients Via email and Calls.

Create Delivery Order and Invoices.

Data entry for Warehouse inventory and Shipments.

Job Title: Logistics Admin(Oct 2017-Apr 2020)(Acting Supervisor)

Employer:Platinum Wines & Spirits PTE LTD

Jobscope: Assist Logistics Manager on daily duty.

Issue Delivery invoice to Drivers .

Collect invoice from drivers and any pending invoice.

Liaising with vendor Via Email and calls.

Liaising with Sales Manager/Director and Salesperson.

Create Purchase Order and Delivery Order.

Internal transfer for company.(FACT SYSTEM)

Bond to Bond transfer(Overseas arrival)

Data entry for stock in warehouse and Bonded.

Inventory check.

Train new Staff on daily duties.

Job Title:Security Officer

Employer: Focus security(Part -Time Feb 2017- June 2017)

Employer:Focus Security(Full time)

Protmoted to Supervisor(June 2017- Oct 2017)

Job Scope: Ensuring first safety of In -House Guest, Colleague and Patrons.

Handling of Guests enquiries. Including Events.

Liaising with higher management.

Patrolling and report defects.

View CCTV for investigations.

Apply first aid for Patrons, Guest and Staff.

Assist to train and guiding new Security recruits.

Oversea n Supervise the site.

Meeting with management and Chairman.

Job Title: In House Security Officer(3rd Nov 2015 – Feb 2017)

Employer: Regent Hotel

Job Scope: Ensuring first safety of in-house guest, colleagues and patrons.

Handling of guest enquiries.

Liaising with higher management for VIP events.

Escorting high profile guests throughout the hotel when needed.

Patrolling and report defect.

Viewing CCTV during investigation.

Apply first aid for patrons, guest and staff.

Assist to train and guiding new security recruits.

Assisting superiors in daily task given.

Job Title: Casino Security Officer (Feb 2015 – July 2015)

Employer: Resort World Sentosa

Job Scope: Ensuring first safety of in-house guest in various hotel, colleagues and patrons.

Handling of guest enquiries.

Liaising with higher management for VIP events.

Escorting high profile guests throughout the hotel when needed.

Escorting of casino chips.

Escorting of cash.

Escorting gaming equipment.

Manning the pedestal of main entrance at the casino.

Detecting of minor or impersonator entry the casino with fake identification.

Patrolling and report defect.

Viewing CCTV during investigation.

Apply first aid for patrons, guest and staff.

Assist to train and guiding new security recruits.

Assisting superiors in daily task given.

Job Title: Part Time Security Officer (Aug 2014 – Jan 2015)

Employer: Rasa Sentosa Resort Shangri-La Singapore

Job Scope: Ensuring first safety of in-house guest, colleagues and patrons.

Escorting high profile guests throughout the hotel when needed.

Patrolling and report defect.

Viewing CCTV during investigation.

Apply first aid for patrons, guest and staff.

Job Title: Supervisor(May 2014 – September 2014)

Employer: Cool De Sac

Job Scope: Assisting manager in taking care of the play area where parents leave their kids.

In charge of the cash register and the credit cards machine.

Administrative responsibilities including daily keying of cashier paperwork, opening and closing of cash register.

Job Title: Security Officer (Feb 2010 – April 2014)

Promoted to House Officer & Operations Trainer(2012)

Employer: Shangri-La Hotel Singapore

Job Scope: Ensuring first safety of in-house guest, colleagues and patrons.

Handling of guest enquiries.

Liaising with higher management for VIP events.

Escorting high profile guests throughout the hotel when needed.

Patrolling and report defect.

Viewing CCTV during investigation.

Apply first aid for patrons, guest and staff.

Assist to train and guiding new security recruits.

Assisting superiors in daily task given.

Job Title: Part Time Captain (Aug 2010- Feb 2011)

Employer: Shangri-La Hotel Singapore (Horizon Club)

Job Scope: Assist the guests with daily breakfast or cocktail order.

Handling of drinks in respective stations.

Liaise with GRO number of in house club guest.

Setting up of meeting rooms booked by guest.

Job Title: Part Time Butler

Employer: Shangri-La Hotel Singapore (Valley Wing)

Job Scope: Assisting more to high profile guest with their needs.

Serve meals and drinks and performs wait services related.

Coordinates with other staff as needed as well as with other parts of employer organization.

Job Title: Part Time Poolside Attendant

Employer: Shangri-La Hotel Singapore (Poolside)

Job Scope: Develop and maintain friendly relationship with members of the pool.

Maintain pool cleanliness, safety and guest relationships by hourly walks around the deck and pool.

Deliver food and drinks ordered by guests.

Job Title: Service Crew (March 2006-Jan2008)

Employer: Pizza Hut

Job Scope: Greet customer, present menus, make recommendations and answers question.

Inform customer of daily specials.

Suggestive selling.

Taking orders and serve food.

Cashiering duties as well as maintain cleanliness of restaurant, equipment, utensils and storerooms.

Other Achievements

: Singapore Hotel Association Award 2011(Special Mention Award)

: Certificate in Guest Delight Program

: Certificate in Shang Care 1 – Commitment to Customer Service

: Certificate in Shang Care 2 – Delighting Programme

: Certificate in Shang Care 3 – Recover to gain loyalty

: Certificate in Shang Care 4 – Taking ownership

: Certificate in Maritime

: Certificate in Basic Fire Fighting (SCDF)

: Completed First Aid, AED and Life Saving