

CURRICULUM VITAE

CAREER ACCOMPLISHMENTS

- 8.5 years of experience in planning and order management in fast-paced work environment.
- Implemented logistics SOP in Mead Johnson to standardize logistics work processes and enhance work efficiency.
- Implemented E-filing of documents and employee backup system in Advanced Material Trading to improve security, better traceability, cost efficiency and productivity.
- Implemented identical commodities description across all documents, inventory list and system to enhance work efficiency and better traceability.
- Successfully completed and graduate with Honors Degree in Logistics in year 2013 while working full time at ST Kinetics.

KEY SKILLS

Soft Skills

- Communication
- Problem solving
- Order Management

Technical Skills

- SAP
- Microsoft Office
- Jobcan
- MSIG portal
- Ariba
- DHL

WORK EXPERIENCES

Advanced Material Trading PTE LTD Sales Support Executive

Apr 2018 – Current

Main Responsibilities:

- Manage and handle full spectrum (Purchase Contract to Sales Contract) of import and export shipments for local and global markets.
- Shipments coordination with various internal and external parties including comparing of freight quotation, vessel booking, shipping instructions to ensure cost efficiency and timely deliveries.

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- Preparation of shipping documentations (bill of lading, packing list, invoice, proforma invoice, country of origin, form 6, form 9, seaworthy certificate, insurance policy, pre-shipment inspection report, cover letter to bank submission for DP shipments) timely and accurately for billing customers or forwarders custom clearance purpose.
 - Manage inventory, update purchase and sales data into SAP system and ensure data of shipments are accurate and traceable in SAP system.
 - Prepare outwards remittance to suppliers and forwarders timely and monitoring of inwards remittance from customers.
 - Perform system adjustments and issue debit or credit note to customers upon final inspection report results
 - Other ad hoc duties.

INTL FCStone Inc
Logistics Operations Officer

Jun 2017 – Dec 2017 (6 mths contract)

Reason for Leaving: Contract ended.

Main Responsibilities:

- Scheduling physical commodity movements for import or export of precious metals coordinating with sales team, customers, refineries and freight forwarders to arrangement deliveries.
- Preparation of shipping documents (AWB, Performa invoice, release instructions, invoice, and debit advice) to warehouse for permit declaration, release for transport arrangements.
- Process purchase and sales orders in company internal system and ensure data integrity.
- Maintaining customer funds account, process with any debit, credit or transferring of funds.
- Other ad hoc duties.

Rio Tinto
Customer Service Officer

Dec 2016 – Jun 2017 (6 mths contract)

Reason for Leaving: Contract ended.

Main Responsibilities:

- Ensure clear communication channels and engagement with all internal and external bodies, including customers, port agents, smelters, logistics, planners, sales team and finance to coordinate deliveries and ensure contractual obligations are met for order to cash container and bulk deliveries for traders' account and Japan.
- Coordinate with customers on their monthly order declarations basic on the contract agreement, acknowledge contracts and process in SAP system upon order declarations.
- Process with sales orders in SAP according to customers shipping instructions. Liaise with planning department on smelter allocation and logistics department on the vessel allocation and notify customers on vessel schedule and changes if any.
- Liaise with smelters to issue Manifest, packing list, COA and container summary for bill of lading creation.
- Prepare shipping documents (bill of lading, commercial invoice, manifest, packing list, certificate of origin, certificate of assurance, trade agreement, insurance certificate) for customers approval and release to shipping line for original bill of lading.
- Perform post goods issue in system and prepare invoice to customers and ensure payment from customers within 2 working days from shipment ETD.
- Upon payment confirmation, courier shipping documents to customers' required address.
- Issue credit/debit adjustments on month end closing to customers and settle any discrepancies
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- Prepare LC report and other reports.
- Follow up with shipment claims and other enquiries from customers.
- Other administrative ad hoc duties.

Mead Johnson Nutrition
Logistics Executive

May 2014 – Jun 2016 (Yearly renewed contract)

Reason for Leaving: Contract ended.

Main Responsibilities:

- Create order processing to suppliers to confirm orders.
- Create stock transfer orders in SAP to third party warehouse, suppliers, and internal plant.
- Act as a liaison between suppliers, freight forwarders and third-party warehouse to ensure smooth and timely shipment delivery.
- Establishes processes and monitor of purchase order tracking.
- Ensure accuracy of import documentations.
- Ensure data integrity of the EDIs sent from third party warehouse; investigate discrepancies on goods received, goods invoice and shortage of stocks received.
- Investigate on short shipment for semi-finished goods with customer and third-party warehouse to confirm claims.
- Generate reconciliation report to maintain proper and accurate records between third party warehouse and company inventory.
- Perform write-offs on obsoleted and stock food materials.
- Establishes standard operating procedures and work instructions.
- Assist manager in set-up of new projects.
- Conduct SAP UAT testing with consultants and third-party manufactures.

Singapore Technologies Kinetics
Planning Executive

Nov 2010 – Apr 2014

Reason for Leaving: Career advancement.

Main Responsibilities:

- Planning and scheduling workflow for department and operation according to previously established manufacturing sequences and lead times.
- Production-planning supervision, scheduling for production, preparing production schedules for manufacturing products.
- Determining the status of projects expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Prepare purchase requests to obtain materials, components etc using SAP software.
- Prepare components list and required quantity for procurement for RFQ.
- Coordinates and expedites the placement of purchase orders and/or delivery of materials.
- Schedule, expedite, coordinates the delivery and movement of critical material, including material transfers and conditional material releases.
- Resolves problems utilizing acquired knowledge and analytical abilities.

**Denselight Semiconductor
Associate Engineer**

Oct 2009 – Nov 2010

Reason for leaving: Switch career field.

Main Responsibilities:

- Manage DSO projects by conducting various tests to improve on the Wafer yield performance and tracking product process status
- Design and implement bench-top polycarbonate Equipment user key control and graphical user interface
- Coordinate new equipment installation and setups
- Plan operators daily task roster
- Perform Calibrations and Maintenance for Loomis Wafer Cleaving Machine
- Perform order management and coordinate with suppliers on project components

**Panasonic Avionics Corporation Avionics
Technician**

Aug 2007 – Sep 2009

Reason for leaving: Career advancement

Main Responsibilities:

- Perform testing and troubleshooting of In-Flight Entertainment systems. Troubleshoot and repair of PCB and LCD. Assist in coaching junior staff.

ACADEMIC QUALIFICATIONS

Mar 2012 – May 2013	Auston Institute of Management awarded Coventry University UK Honours Degree in Logistics
May 2005 – Jun 2008	Nanyang Polytechnic Diploma in Mechatronics Engineering
Jan 2003 – Dec 2004	ITE Ang Mo Kio National ITE Certificate in Precision Engineering
Jan 1999 - Dec 2002	Ping Yi Secondary School Cambridge GCE "N" Level

LANGUAGE SKILLS

Spoken: English, Mandarin
Written: English, Chinese

Current Salary: \$3,817
Expected: \$4,000-\$4200