**CANDIDATURE SUMMARY**

**Position Applied for – Executive – Contract Logistics/SCM, Operations**

Full Name : Chris Sin Teck Keong

Gender & Race : Male, Chinese

Age & Nationality : 37, Singaporean

Address : Ang Mo Kio

Professional Experience : 5 years of working experience in Logistics and Operations management

Software Skills : Microsoft Word, Excel, PowerPoint

Highest Qualification : Diploma in Logistics Management

Last Drawn Salary : $3600

Expected Salary : $4000 (Negotiable)

Availability : 1 month notice

**Sep 2020 – Present**

**Prospect Logistics Pte Ltd**

**Operations Executive**

Job Responsibilities :

**Haulage Movers Operation**

**Export**

* Coordinate with customer’s order management on all orders fulfilment and related issues
* Maintain regular contact with customers to understand customers’ requirement
* Ensure KPIs are met daily
* Ensure all orders given to appointed hauliers are acknowledge and executed timely

### Tracking of all export shipments to ensure timely and accurate shipment execution by appointed hauliers

### Planning, coordinating, and scheduling of export shipments to residence site for container stuffing and arrange to truck out once complete

* Ensure all export shipments are on schedule and gate-in to port in timely manner
* Monitor vessel ETA and update to customer on detention charges (if any) promptly
* Checking of haulier invoices before submitting for superior’s approval
* Update and maintain schedule reports

**Import**

* Coordinate with customer’s order management on all orders fulfilment and related issues
* Maintain regular contact with customers to understand customers’ requirement
* Ensure that KPIs are met daily

### Coordinate with shipping lines on container detention/demurrage free period

* Ensure all orders given to appointed hauliers are acknowledge and executed timely

### Planning, coordinating, and scheduling of import shipments to residence site for container unstuffing and arrange to truck out and return to depot once empty

* Monitor container DECON and update to customer promptly

Last Drawn Salary : $3600

Reason for Leaving : Headhunted by JTE Recruit

**Mar 2020 – Jul 2020**

**Gulf Oil Marine**

**Delivery Officer**

Job Responsibilities :

* Facilitate the delivery process flow from Customer Service enquiry through to final delivery onboard customer vessel, liaising with Customer Service and delivery logistics service providers (LSPs) as required.
* Monitor stock levels at with warehouse operators and LSPs. Work closely with the Senior Logistics Officer and Supply Planners to ensure stock inventories are maintained at agreed levels (MSLs).
* Ensure all orders are arranged with timely delivery to customers’ vessels and provide feedback on delivery status.
* Co-ordinate with shipping agents and check with Port Authorities for arrival notice of vessels and arrange timely supply to the vessels.
* Coordinate vessel and truck movements as needed by communicating with agents and customers.
* Ensure that all orders given to Contracted Barges and other 3rd party delivery agents are acknowledged and executed timely.
* Ensure that Delivery Receipts are prepared according to Customer PO before they are issued to Contracted Barges and other 3rd Party Delivery Parties for supply
* Monitor and manage costs incurred with LSPs, optimizing transport solutions and selection of appropriate delivery methods.
* Tracking various LSPs’ KPIs as agreed. identify and resolve supply/distribution issues, as necessary.
* Support in the Singapore Monthly Delivery & Supply Report, detailing volumes delivered by logistics mode (contracted barges, 3rd party boats, trucking) with costs incurred.

Last Drawn Salary : $3700

Reason for Leaving : Retrenched and had management restructure due to Covid-19

**Nov 2017 – Feb 2020**

**Lee Huat Yap Kee Pte Ltd**

**Operations Scheduler**

Job Responsibilities :

* Manage and plan day to day transport deployment of vehicles and drivers and dispatch manpower efficiently
* Ensure all deliveries / collection schedules completed on time
* Ensure that KPIs are met daily
* Monitor and update vessel schedules from Portnet and update to system promptly
* Update job completion into system
* Responsible for vehicle maintenance
* Provide incident reporting to superior
* Provide monthly training to all drivers

### Liaise with customer/service providers to ensure goods are ready to be shipped/delivered on time

Last Drawn Salary : $3000

Reason for Leaving : Headhunted by Gulf Oil Marine

**Aug 2009 – Nov 2017**

**XPO Logistics**

**Logistics Coordinator**

Job Responsibilities:

**Local Distribution**

* Ensure proper execution transportation planning carried out by vendors
* Oversee the plan, organize, and control all transportation activities
* Resolve issue concerning transportation and/or customer requirements
* Monitor delivery status for completeness and on time delivery
* Provide training when needed
* Serve as secondary point of contact for all issue related to warehouse and transport operations, management, and communication
* Liaise with customer/service providers to ensure goods are ready to be shipped/delivered on time
* Submit monthly billing to customer for approval
* Develop cost control, manpower planning and time management for every job given
* Publish Key Performance Index (KPI) to measure vendor monthly performance
* Analysis of operation cost and carried out cost saving activities for customers

**Export**

* Tracking of all export shipments to ensure timely and accurate shipment execution by appointed hauliers
* Planning, coordinating, and scheduling of export shipments to meet customer requested timeline given
* Correspond with customers/warehouse or vendors on the project requirements on the cargo arrangement
* Perform permit declaration export shipments

**Import**

* Manage inbound shipment database to capture pre-alert data
* Prepare documentation for inbound shipments and perform data entry for system receiving
* Manage inbound shipment discrepancies and claims through database or customer and follow up till closure
* Work with Service Provider to meet customer delivery request
* Correspond with overseas suppliers and local customers regarding inbound delivery status

**Achievement**

* Launch E-track system Go-Live to enhance the visibility of electronic POD
* In using of Transport Management System (TMS) to monitor the daily shipments

**Mar 2008 – Aug 2009**

**Long Shine Equipment & Supplies Pte Ltd**

**Store Assistant cum Delivery Driver**

Job Responsibilities :

* Perform quality and quantity check of stock
* Pick and pack goods for both local & export market
* Maintain workplace safety, tidiness & cleanliness of warehouse
* Delivery of products to local market

**Education Background :**

2009

SIMM

Diploma in Logistics Management

**Language Proficiency :**

English, Chinese