**CANDIDATURE SUMMARY**

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

Professional Experience : 4 years of experience in Logistics and Operations management

Software Skills : Microsoft Word, Excel, PowerPoint, SAP, WMS, Oracle

Highest Qualification : Bachelor of Entrepreneurship (Logistics and Distributive Trade) with Honours

Last Drawn Salary : $3200 + $200 Fixed Transport Allowance

Expected Salary : $4000 (Negotiable)

Availability : 1 month notice

**Nov 2020 – Present**

**ZOLL Medical Corporation**

**Logistics Supervisor – Asia Pacific**

Job Responsibilities :

**Outline**

Oversee inventory movement and distribution of vendors and materials. Analyze operational performance and resolve supply chain and logistics as well as warehouse issues. Providing support within Asia Pacific countries to maintain smooth flow of material. Report directly to Operation Manager.

* In charge of developing and communicating valid weekly procurement / order schedules, consistent with the operating strategies of the Categories/Sites with standard work processes.
* Ensure daily KPI is met
* Planning various customer touchpoint, lead system implementations and day-to-day resource deployment. Manage inventory and material movement and reconcile with ERP system. (Oracle)
* Manage inventory transfers, forecast, and analyze re-order-point for various type of service parts and medical accessories.
* Overseeing receiving, warehousing, distribution and maintenance daily logistics and warehouse operations.
* Setting up layout and ensure efficient space utilization
* Liaise with forwarders for booking arrangement of import, export shipments and domestic deliveries
* Build good customer relationship and attend to their requests
* Maintain regular contact to forecast customers’ requirements
* Highly comply with ISO 450001, BizSafe, HSA procedure, customs procedures, responsible in handle regulatory document, licenses, submission, and renewal date.
* Manage 2 Warehouse Assistant and discipline them when they fail to comply to expectation
* Arrange overtime for staff when required

Job Achievements :

* Achieved an inventory record accuracy of 95% or higher by implementing a semi-monthly cycle counting process.
* Monitor and turn 73.33% of slow movement into break-even without writing off.
* Lowered vendor costs by 33.33% by reviewing existing contracts and bringing in new vendors.

Last Drawn Salary : $3200 + $200 Fixed Transport Allowance ($3400 Gross)

Reason for Leaving : Headhunted by JTE recruit

**Feb 2018 – Nov 2020**

**Dimerco Express (S) Pte Ltd**

**Operation Executive**

Job Responsibilities :

**Outline**

Acting as contact point between management and warehouse that assist in running entire operation for Dimerco. Maintaining top levels of professionalism and highly comply with procedure, safety and security. Report directly to Logistics and Warehouse Senior Manager.

* Implement standard operating process for major projects, check and ensure the execution and milestones.
* Ensure daily KPI is met
* Resource planning, forecasting, and analyzing inbound and outbound volume to optimum warehouse space.
* Supervising front-line operation team, oversee day to day logistics, warehouse activities.
* Highly comply with customs procedures, responsible in handle regulatory document, licenses, submission, and renewal date.
* Managing and sourcing for 3rd party logistics service provider and accountable for managing performance levels. (OTD, DIFOT)
* Timely follow-up of inbound and outbound shipment to meet customer’s expectation.
* Build good customer relationship and follow up on their requests
* Understand customers’ requirement by maintaining constant contact
* Take part in warehouse activities (Inbound, Put-away, Pick & Pack, Outbound) and stuffing and unstuffing container.
* Manage 2 Warehouse Assistant and discipline them when they fail to comply to expectation
* Oversee day to day activities of the staffs
* Arrange overtime for staff when required
* Responsible for maintaining the cleanliness of warehouse and operation area.

Job Achievements :

* Achieved and maintained a 90.08% level of service ensuring customer satisfaction with proven record. •
* Achieved an inventory record accuracy of 95% or higher by implementing a semi-monthly cycle counting process. •
* Lowered vendor costs by reviewing existing contracts and bringing in new vendors. •
* Moved over 1,400 pallets from warehouse A to B within 2 working days, warehouse operational back to normal on the third day. (Warehouse re-located)

Last Drawn Salary : $2700

Reason for Leaving : Headhunted by ZOLL Medical Corporation

**Sep 2016 – Jan 2018**

**Shang Wei Industries Sdn Bhd**

**Sales & Shipping Executive (Internship)**

Job Responsibilities :

**Outline**

Promoted to sales & shipping executive after completed internship. Supervising a small team of 8 people in logistics and warehouse management with responsibility for 2 key accounts, logistics and freight monitoring and additional field-based business development duties. Report directly to Sales and Shipping Manager.

* Closely working with production, quality assurance and supply chain department in term to analysts and enhancement operation flow.
* Identified new products to sell to the market and established durable relationships with key vendor. (Freight Forwarder, Courier Agent, 3rd Party Logistics Service Provider)
* Price negotiation with preferred working vendor.
* Conduct market research (Competitors’ analysis, potential market, product offering, etc)
* Sourcing for new vendor, evaluate existing vendor performance (KPIs)
* Assisting, record, and forecast logistics and warehouse monthly expenses
* Built and strengthen relationship with forwarding and courier’s agent.
* Responsible for maintaining the cleanliness of warehouse area.

Job Achievements :

* Achieved an inventory record accuracy of 75% or higher by implementing a weekly cycle counting process.
* Improved attendance, housekeeping and general disciplines of the entire warehouse in multicultural environment.

Last Drawn Salary : RM3000

Reason for Leaving : Seeking for job opportunities in Singapore

**Education Background :**

2017

University Malaysia Kelantan

**Language Proficiency :**

English, Chinese, Bahasa Malaysia