##### CAREER OBJECTIVE

Experienced management professional seeks position with innovative start-up that will utilize my extensive project planning and implementation skills and in analyzing business deals and finding optimal solutions to problems.

##### EMPLOYMENT HISTORY

**Jan 2018 – Present: STRAITS MARINE SUPPLY PTE LTD**

Job Specification:

* Check and verify shipping records, handle queries on shipping shortages, overages and address problems with inventory control
* Interface cross-functionally at all levels within the divisions of the company, including communication with offshore/subsidiary management, external resources and concerns, such as freight forwarders, third party providers and government agencies
* Develop and maintain a productive work team via training and career development for my 15 direct reports
* Develop and ensure that established policies, rules and regulations and procedures are followed
* Develop visible procedure and key performance indicators to monitor quality and regular measurements to determine effectiveness of procedures implemented
* Meet or exceed established goals relative to on-time delivery and shipping accuracy performance for customer shipments
* Ensure proper compliance and adherence to Export /Import Administration Regulations

**Jan 2017 – May 2017: UMC INTERNATIONAL** - **Operations Executive**

Job Specification:

* Liaise with ship owners and agents for ships ETA and availability for work to be carried out
* Apply for necessary permits and passes for divers to conduct diving duties
* Manage a team of 25 divers with all paperwork, medical status and job rotation
* Prepare and submit full report on job completed on vessels in accordance with class requirements
* Prepare and present weekly reports on jobs done and issues concerning the department on management meetings

**Dec 2015 – Nov 2016: AMOS INTERNATIONAL (S) PTE LTD** - **Operations Manager**

Job Specification:

* Check and verify shipping records, handle questions or concerns of shipping shortages or overages and address problems with inventory control
* Interface cross-functionally at all levels within the divisions of the company, including communication with offshore/subsidiary management, external resources and concerns, such as freight forwarders, third party providers and government agencies
* Develop and maintain a productive work team via training and career development for my 10 direct reports
* Develop and ensure that established policies, rules and regulations and procedures are followed
* Develop visible procedure and key performance indicators to monitor quality and regular measurements to determine effectiveness of procedures implemented

**Jan 2009 – Nov 2015: ARC MARINE PTE LTD**

**Apr 2011 – Oct 2015: Operations Manager**

Job Specification:

* Check and verify shipping records, handle queries on shipping shortages, overages and address problems with inventory control
* Interface cross-functionally at all levels within the divisions of the company, including communication with offshore/subsidiary management, external resources and concerns, such as freight forwarders, third party providers and government agencies
* Develop and maintain a productive work team via training and career development for my 10 direct reports
* Develop and ensure that established policies, rules and regulations and procedures are followed
* Develop visible procedure and key performance indicators to monitor quality and regular measurements to determine effectiveness of procedures implemented
* Meet or exceed established goals relative to on-time delivery and shipping accuracy performance for customer shipments
* Ensure proper compliance and adherence to Export /Import Administration Regulations
* Owner for 2 objectives and part of the execution team for 3 objectives for Balances Scorecard
* Risk Assessment Coordinator

**Jan 2009 – Mar 2011 : Assistant Operations Manager**

Job Specification:

* Manage and co-ordinate all general forwarding operation activities
* Ensure timely update of all records and job invoices
* Liaise with local vendors, shipping agents / carriers and clients (updating shipment status)
* Efficient management of warehouse and transport sections and its activities
* Warehouse Management
* Together with Operations Manager create achievable and sustainable business opportunities for ARC Marine

**Oct 2006 – Nov 2008 : Marine Corp Private Ltd – Assistant Operations Manager**

Job Specification:

* Manage and co-ordinate all general forwarding operation activities
* Ensure timely update of all records and job invoices
* Liaise with local vendors, shipping agents / carriers and clients (updating shipment status)
* Efficient management of warehouse and transport sections and its activities
* Warehouse Management

**May 2004 – Aug 2006: Bok Seng Logistics – Container Trucking Controller**

Job Specification:

* Deploying jobs to truckers
* Customer service
* Warehouse Management
* Documentation of import and export
* Preparing quotations

##### EDUCATION

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| **Nov 2002 – Dec 2003: Australia College of Aviation**  **Awarded: Private Pilot License (Theory)**  Major Modules of Study: Meteorology, Human Factors, Aerodynamics, Engines  Exam: Pre Solo Exam (95%), Basic Aeronautical Knowledge (78%), Flight Radio Operator Exam (91%) and Private Pilot’s License theory Exam (87%). Examined by Civil Aviation Safety Authority |
| **Jan 1991 – Dec 1997: Mei Chin Secondary School**  **Awarded: GCE O & N LEVELS**  Modules of Study: English and Tamil, GCE N Levels; English (Distinction), Mathematics, Science (Chemistry/Physics), Geography and Tamil |

##### ACHIEVEMENTS

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| * Successfully completed the ISO 9001:2008 audit for both 2011 and 2012 * Successfully retained all 10 direct reports and maintained 100% workforce during my stint as an Operation Manager |
| * Successfully clinched deals for Arc Marine (which was out of my scope) bringing in a total revenue of SGD $12k in 2012 |
| * Successfully reduced costs by introducing log books for vehicles, implemented a SOP and derived an overtime rate sheet to prevent discrepancies, which resulted in total savings of average SGD $27k (May 2011-Apr 2012) |

##### KEY SKILLS

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| * Proficiency in MS Application (Excel, PowerPoint, Word). * Excellent Communication and Presentation Skills |
| * Career oriented approach and pro-activeness * Fluent in English, Malay and Tamil |
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##### EXTRACURRICULAR ACTIVITIES

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| **Nov 2002 – Dec 2003: Australia College of Aviation**   * Accumulated 104.8 Flying hours of which 19.2 hours in command |
| **Jan – Dec 2001: Singapore Air Force (NS)**   * Soccer – Represented Inter Depot Tournament * Sepak Takraw – Inter Formation |
| **Jan 1993 – Dec 1997: Mei Chin Secondary School**   * Soccer - represented school in the Inter Schools Tournament * Athletics - Represented school for the National School Cross Country, represented school in the Inter Schools Tournament for 1500m |

##### References

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| * Available upon request |