

**Blk 5 #08-42**  
**Upper East Coast**  
**Singapore 367889**  
**Tel: 65097757 Hand phone: 9890-7804**

**Personal Data**

Name : Jennifer  
Age : 26  
NRIC : S8209788j  
Citizenship : Singapore  
Marital Status: Single

**Education**

2007-2008 FTC Kaplan ( Oxford Brookes University)  
BSc (Hons) degree in Applied Accounting, Final Year,  
Waiting for final results  
1999-2002 Ngee Ann Polytechnic  
Diploma in Business Studies (Marketing)  
1995-1998 Saint Anthony's Canossian Convent Secondary School  
GCE 'O' Level

**Working Experience**

**May-June 2000 Part-Time Admin Assistant**  
**Ideamart Pte Ltd**

- ❖ Handle phone calls when the boss not in the office
  - ❖ Calling customers to verify orders
  - ❖ Tele Survey to marketing managers of various companies
  - ❖ Data entry & filing
  - ❖ Research on the internet to get customer's information
- Salary: \$8 per hour

**Jan-March 2001 Part-Time Telemarketer**  
**Chester Consultants Pte Ltd**

- ❖ Make phone calls to households to complete survey
  - ❖ Making appointments & persuading households to have direct selling at their homes
- Salary: \$6 per hour

**Jun02 - Dec06 Inside Sales Rep**

## **Metatech (S) Pte Ltd**

- ❖ Order Entry
- ❖ Buyer/Planner of Product Line from Taiwan & US (Conexant Inc, Teridian Semiconductor, Samtec, Silicon Storage Technology)
- ❖ Generate weekly inventory reports, monthly POS reports
- ❖ Liaise with local & overseas customers regarding their reschedules & amendments of orders (Lenovo, IBM, Flextronics Group, Solectron Group, Allied Telesyn, Shenzhen Seastar, CEI etc.)
- ❖ Planning & Co-ordination for VMI customers (Seagate Technology – Senai & Wuxi, Adaptec Technology(Sanmina-SCI Chai Chee Plant), Benchmark IPO Electronics)
- ❖ Follow up with customers should there be any issues regarding their orders
- ❖ Offer back-end after sales support (RMA, Payment issues)
- ❖ Ensure that shipment is being made to customers on time
- ❖ Processing of LC
- ❖ Liaise with Marketing, Sales & Finance department during day-to-day operations.
- ❖ Liaise with Vendors from Taiwan & US

Salary:\$2300/mth)

**Jan 2007 – Current**

**Inside Sales Specialist  
Wireless Sound Solutions Pte Ltd (STS)**

- ❖ Full Order Fulfillment Cycle
- ❖ Ensure that quotations & orders are processed promptly
- ❖ Liase with Factory/Foundry/CM/Distributors/Customers to ensure that orders are fulfilled timely
- ❖ Service VMI Customers ( Panasonic SG)
- ❖ Support Sales Team, Operations Team & Finance Team on day to day business activities
- ❖ Plan/Monitor ( VMI inventory, in house inventory, consignment inventory) to ensure that inventory are properly accounted for and are kept at targeted level
- ❖ Logistics Arrangements between Factory/CM/Customers
- ❖ Sourcing & Purchasing of parts as & when needed by engineering department
- ❖ Preparation of Reports:
  - A) Billing/Booking/Backlog Report – Ensure that backlogs are cleared on time & monthly sales targets are met
  - B) Forecast Report – Ensure that orders are sent according to forecasted numbers
  - C) Ad Hoc Reports – AP Reports, AR Reports Etc

Salary: \$3,600/mth

**Vacation Training Program**

**REAL Program (Realistic Experiential Applied Learning)**

Nov-March 2001,2002

MIS - (Marketing Institute Of Singapore)

- ❖ Obtain training, conduct market research and develop marketing, sales and communication plans to be presented & approved by business partners
- ❖ Selling of MIS Sales & Marketing diploma programs & Curtin University Bachelor Of Commerce programs

**Core-Curricular Activities**

1995-1996

English LDDS

Member of the club

1997-1998 Active in performances, practices and workshops  
Performance at Raffles Hotel & drama center  
Angklung Club  
Active in practice and performances

**Other Activities**

1997 Outward Bound Course  
2001 CELPT (Computerized English Language Proficiency Test)  
by University of Oxford

**Achievements**

2001 March Participated In Ngee Ann Polytechnic's 58<sup>th</sup> PS21 ExCEL  
Convention and qualified for the national convention  
2001 Aug Silver Award for PSB National QC Convention

**Other Skills and Abilities**

Able to operate the following software programmes.

- ❖ Microsoft Word / Excel / PowerPoint/ FrontPage
- ❖ Macromedia Dream weaver
- ❖ VAM Accounting System

**Interest**

Meeting People, Passion for Problem Solving

**Expected Salary:** \$3,800 (Nego)