

[Your Name]

[Target job title]

[City], [Country] · [Phone] · [Email] · [LinkedIn or website URL]

PROFESSIONAL SUMMARY

Operations executive with six years' experience in regional logistics, supporting distribution across Singapore, Malaysia and Indonesia. Skilled in vendor management, inventory planning and process documentation, with a track record of shortening delivery lead times and tightening stock accuracy. Singapore Permanent Resident, fluent in English and Mandarin, available on one month's notice and looking to grow into a supply chain management role.

Example text — rewrite it for your own role and results.

CORE SKILLS

[Skill] · [Skill] · [Skill] · [Tool or software] · [Tool or software] · [Method]

WORK EXPERIENCE

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

EDUCATION

[Degree or qualification] — [University or institution], [City]

[Month Year] · [Grade or classification, if strong]

CERTIFICATIONS AND TRAINING

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]

NATIONAL SERVICE (IF APPLICABLE)

[National Service (if applicable): add the details employers in Singapore expect here.]

LANGUAGES

[Language] — [level, e.g. fluent / professional / basic]

AVAILABILITY AND NOTICE PERIOD

[Availability and notice period: add the details employers in Singapore expect here.]