

Time Sheet

Employee name: Michelle Wu Feng

Supervisor Name: Sophie Wen

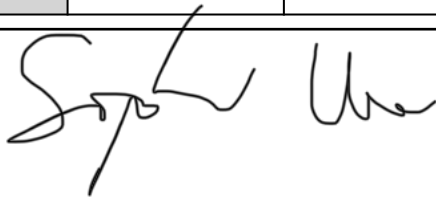
Phone number: 646-308-0979

E-mail: Sophie@sh-shc.com

Date	Time in	Time out	Total Hours	Comment
7/3/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Processing received the shipping documents from the Chinese team. Reply to unprocessed emails from customers and the China team.
7/4/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Assist supervisors in contacting customers. Fill out the shipping document form in Excel
7/5/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Query shipping status and contact customers Assist the supervisor in sorting out the customer's shipping form
7/6/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Contact the truck dealer to pick up the goods at the terminal. Respond to unprocessed emails from both customers and the China team.
7/7/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Contact China group about less loading of goods Communicate chargeback with customers
7/10/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Processing received shipping documents from the Chinese team. Support the supervisor in organizing and sorting out the customers' shipping forms.
7/11/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Track shipping information and provide customers with the updated information
7/12/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Inquire about the shipping status and get in touch with the customers. Get in touch with the truck dealer to arrange the pickup of the goods at the terminal.
7/13/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Assist the supervisor in recording the shipping time and arrival time.

				<ul style="list-style-type: none"> Initiate contact with the China group to address the issue of goods being loaded less than expected.
7/14/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Monitor shipping information closely and ensure customers receive real-time updates on their orders.
7/17/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Inquire about the current shipping status and contact the customers for updates. Processing received shipping documents from the China team.
7/18/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Handle the communication of chargebacks with the customers.
7/19/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Support the supervisor in documenting the shipments' shipping time and arrival times.
7/20/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Request the current shipping status and contact the customers to obtain updates. Assist the supervisor in sorting out the customer's shipping form
7/21/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Contact the truck dealer and make necessary arrangements for the goods' pickup at the terminal. Support the supervisor in organizing and sorting out the customers' shipping forms.
7/24/2023	9:00 AM	5:30 PM	8Hrs. 30 Min.	<ul style="list-style-type: none"> Manage the communication process for chargebacks with the customers.
Total			137 Hours	

Signature:



Date: 07/25/2023

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