

**CHRISTOPHER**

*Rashidiya, Dubai, UAE*

*Email Address:* ***Christopher.183811@2freemail.com***

*I believe I have my core competencies to achieve any tasks given to me. I would like to share my knowledge to the company that would be both beneficial to us.*

*The nature of my past years of work experience has nurtured me to build a strong personality and to take far steps of my strengths and skills. I am a fast and accurate learner, with a keen eye on details. I will be very grateful for the opportunity to be part of your company. I am willing and interested to learn new things with enthusiasm and determination. I will strive hard to be an asset to your company.*

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| **CAREER EXPERIENCE:** |  |  |
|  |  |  |  |
| **HOTPACK PACKAGING INDUSTRIES LLC** | **WAREHOUSE SUPERVISOR** |
| DIP 2, Jebel Ali, Dubai UAE |  |  |
| January 2017 up to present |  Initiates inspection of incoming and outgoing |
|  |  | products. |
|  |  |  Supervise for loading/unloading for containers |
|  |  | and trucks for smooth flow of goods. |
|  |  |  Conducts procedures and protocol to avoid |
|  |  | discrepancies and any mishandling or |
|  |  | loading/unloading mistakes to keep company |
|  |  | policies are properly done |
|  |  |  Encoding of products inventory to ERP systems. |
|  |  |  Main contact of suppliers for orders of products |
|  |  | bar code scanning and system entry. |
|  |  |  Assisting customers for orders and give |
|  |  | assistance to their inquiries and problems with |
|  |  | regards to products and provide them |
|  |  | necessary actions to solve issues. |
|  |  |  Provides accurate monthly report to Operations |
|  |  | Manager for proper coordination. |

**2RIGS OILFIELD FZ**

**Irridium Bldg. Al Barsha, Dubai, Uae**

**February 23, 2014 - March 2015**

**DYNAMIC LOGISTICS INTERNATIONAL LLC**

**Airport Road, Dubai**

**December 2012 - November 2013**

**INTERNATIONAL CONSOLIDATOR PHILS., INC. (Parañaque, Metro Manila) April 2005 - September 2009**

**LOGISTICS EXECUTIVE**

 Coordinating with suppliers worldwide regarding shipment status and proper documentation prior to sailing schedule.

* Coordinating with our local logistics agent handling our shipment for documentation details.
* Provide coordination with our Supplier’s logistics agent from origin.
* Keep track of our shipment for final documentation and processing.
* Inspection of the goods for discrepancies and condition.
* Distribute our company’s brochure to our clients as well as handling their needs after sales.
* Providing a smooth flow of our shipment from origin up to destination and after sales execution of important documents.

**OPERATIONS AIRFREIGHT /SEA FREIGHT EXECUTIVE**

* Opening Job and encoding to Climax
* Coordinates with agents and clients
* Dispatch documents to Airport and Airlines
* Make necessary documents (Invoice, Packing List, Cargo Manifest, IDG etc.) submission of documents prior to execution, keep track of shipment until reaches destination, closing of file and sending of Debit Note to respective clients and agents.
* Coordinates with shipping lines and provide necessary documents for clearance and delivery
* Informing clients status of incoming and outgoing shipments
* Informing clients status of incoming and outgoing shipments
* Provide smooth flow of both air and sea incoming and outgoing shipments
* Give assistance to customer inquiries and problems and provide them necessary actions needed to solve issues

**DOCUMENT PROCESSOR**

* Stores product by designating storage areas
* Adjusting storage areas according to production and shipping requirements
* Updating location database
* Prepares product for shipment by verifying location, prepares product for shipment by verifying location, directing movement to staging area; resolving problems.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  Verifies product inventory | reports by | comparing |
|  |  | logs and reports; adjusting entries. |  |
|  |  Documents actions by completing forms, reports, |
|  |  | logs, and records; maintaining databases. |
|  |  | Monitors inventory by completing counts as |
|  |  | required. |  |  |  |
|  |  | Updates job knowledge by participating in |
|  |  | educational opportunities. |  |  |
|  |  Accomplishes distribution and organization mission |
|  |  | by completing related results as needed. |  |
|  |  Pick-up and delivery of client’s cargo. |  |
|  |  | Documents | processing | of | importers’ |
|  |  | cargo/shipments. |  |  |
|  |  Processing of exporters’ documents. |  |
| **PALARIS AIRFREIGHT INTERNATIONAL** |  |  |  |  |  |  |
| Subic Freepoint Zone, Olangapo City, Zambales | **PROCESSOR** |  |  |  |
| April 2000 - May 2001 |  |  |  |  |  |  |
|  |  Makes competitive quotations for clients |  |
|  |  Pick up inbound airway bill from Federal Express |
|  |  | Subic Hub office and bill of lading from shipping |
|  |  | companies operating inside the zone. |  |
|  |  Process and expedite necessary documents for |
|  |  | shipping by airfreight and sea freight of client’s |
|  |  | export shipments. |  |  |
|  |  | Classification and computation of applicable |
|  |  | customs tariff rate for customer’s import shipments. |
|  |  Preparing and typing of customs formal or informal |
|  |  | entry form of customer’s import commodities. |
|  |  | Process and expedite import documents of |
|  |  | different customers at the Subic Bay Metropolitan |
|  |  | Authority Freeport Zone (SBMA) and Bureau of |
|  |  | Customs located inside the Freeport zone. |
|  |  Coordinate and assist the head of operations on |
|  |  | day to day transactions of the company whenever |
|  |  | necessary. |  |  |  |
|  |  Received telephone calls of customer’s inquiries in |
|  |  | connection with their export and import shipments. |
|  |  Cutting of airway bill or bill of lading, labeling and |
|  |  | transferring of export shipments to be on board |
|  |  | scheduled Federal Express flight or by sea freight |
|  |  | using shipping line operating inside the Freeport |
|  |  | zone. |  |  |  |
|  |  Pickup and delivery of customer’s cargoes within |
|  |  | the zone area or outside the zone. |  |
|  |  Documents | processing of | clients’ shipments for |
|  |  | export and import. |  |  |
|  |  Releasing of imports shipment from warehouse. |
| **SKILLS/QUALIFICATIONS:** |  | Teamwork, | Coordination, Organization, | Planning, |
|  |  | Time Management, Reporting Skills, | Inventory |

Control, Documentation Skills, Data Entry Skills,

Dependability, Supervision.

 Driver License in home country

 Knowledge in Forklift Operation.

**EDUCATIONAL BACKGROUND:**

**TERTIARY LEVEL**

**SECONDARY LEVEL**

**PRIMARY LEVEL**

**PERSONAL BACKGROUND:**

* **VISA STATUS**
* **BIRTH DATE**
* **BIRTH PLACE**
* **SEX**
* **CIVIL STATUS**
* **RELIGION**

**CENTRO ESCOLAR UNIVERSITY**

Malolos City, Bulacan

**Bachelor of Science in Commerce**

College Level : Major in Banking and Finance

**BULACAN STATE UNIVERSITY**

Malolos City, Bulacan

Graduated: March 1994

**IMMACULATA ACADEMY OF MALOLOS** Malolos City, Bulacan

Graduated: March 1990

Employment Visa

December 21, 1975

Malolos City, Bulacan

Male

Married

Roman Catholic