Alexis

Email: alexis.224380@2freemail.com

**SUMMARY OF QUALIFICATIONS**

Handles coordination of Import and Export shipments by Air, Sea and Land with shipping lines, airlines, agents and customers. Handles application of permits and Legalization of documents from UAE Embassy and Chamber of Commerce. Handles certificates like Phytosanitary Certificate, Food Health Certificate, Food Import Request and Food item Registration & Label Assessment in Dubai Municipality.

**EMPLOYMENT EXPERIENCE**

**Iceberg Shipping L.L.C.**

P.O. Box 296027, Dubai, U.A.E.

***Logistics Coordinator***

**July 2015 – April 2016**

* Request rates from different Shipping line/Airlines based on client requirements.
* Communicate with customer and send quotations.
* Arrange IDG’s for Air and container release for sea shipments, coordinate with loading vessel/flight schedules and keeping customers/agents updated at all time.
* MBL/HBL, HAWB/MAWB preparations and ensure that complies as per client instructions.
* Billing, costing summary, dispatch of invoices and closing files/jobs.
* Report to Logistics supervisor/manager and handles any additional work as instructed relating to shipping and logistics matter.

**Land Bank of the Philippines**

Manila, Philippines

***IT Support****,**Internship*

**June 2011 – January 2012 (7 months)**

* Providing first level technical support to customers.
* Installing and configuring computer hardware system and IT software.
* Undertaking analysis, diagnosis and resolution of client problems via phone, e-mail and face to face contact.
* Quickly responding to customer inquiries and concerns.
* Producing documentation and reports to a high standard.
* Testing and evaluating new technology.
* Setting up new user’s accounts and profiles and dealing with password issues.
* Monitoring IT network to ensure availability to all users.

**SEMINARS & TRAININGS ATTENDED**

Have successfully completed Training in **Computer Networking**, **SL-275 Java**, **SAP**, **Dreamweaver**, **Macromedia Flash** and **Adobe Photoshop**.

**EDUCATION**

**Adamson University**

No. 900 San Marcelino Street, Ermita, Manila, Philippines

***Course: Bachelor of Science in Information Technology***

Year Graduated: **2012**

**San Roque National High School**

Gapan City, Nueva Ecija, Philippines

***High School Diploma***

Year Graduated: **2008**

**Mahipon Elementary School**

Mahipon, Gapan City, Nueva Ecija, Philippines

***Primary Diploma***

Year Graduated: **2004**

**PERSONAL DETAILS**

Date of Birth : 10 December 1991

Nationality : Filipino

Civil Status : Single

Religion : Catholic-Christian

Language : Tagalog & English

Visa Status : Visit Visa