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| **DESIRED POSITION: Logistics Coordinator/Import and Export Executive** | |
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| **OBJECTIVE** | |
|  | To share my abilities and talents, and develop my leadership, interpersonal, and organizational skills in order to be more productive. |
| **Personal information** | |
|  | Nationality : Filipino  Resident of : Republic of the Philippines  Gender : Male  Self-motivated and dependable.  Have a good working attitude and a strong commitment to excellence.  Do not shirk from responsibility.  Easily establish excellent rapport with others. Good communication. Skills. |
| **Work experience** | |
| **July 2014- present** | **Warehouse of Games Ltd**   * Suppliers of Arcade Game machines and Kiddie rides for Family Entertainment Centers.   **UAE**  **Logistics Coordinator**   * Handles Import and export shipments as well as courier consignments * Communicates with shipping agents to secure good shipping rates and services. * Supervises and monitors loading and unloading of goods to ensure the correct packing details as declared * Monitor warehouse inventory and stocks availability. * Performs the planning, coordinating and shipping the goods with Technical department and Sales department. * Coordinates with suppliers to update the availability of the confirmed orders then arrange the collection of goods and ensure the proper requirements of the shipments. * Liaise with customers, arrange their orders and prepare export shipping documents such as Invoice, Packing list, COO, Bill of Lading and other relevant documents. * Facilitates documents to obtain SASO certification. * Generates GRN and Job Orders using Orion ERP solution. * Prepares cargo load planning using CARGOWIZ to ensure the correct container requirements and freight costs. |
| **Oct. 2011- July 2014** | **Natco Middle East Shipping and Logistics LLC**   * A freight forwarder that offers freight solutions, customs clearance and logistics solutions.   **UAE**  **Operation Executive/Documentation Clerk**     * Handles import and exports inquiries and prepares freight and customs clearance quotations as well as costing and billing for the customers * Coordinates with local shipping agents and overseas agents. * Processes Calogi System * Processes and executes Dubai Trade Mirsal transactions such as all types of Customs Bill of Entry/E-Declaration, generates DP payments, Inspection Booking Request and other facilities. * Facilitates dispatch and delivery of consignments. * Handles documentations such as Customs BOE submission, Customs claims and refunds, and Dubai Municipality document submissions. * Constantly supports and updates clients and maintains good business relationships. * Communicates with Dubai Trade, Dubai Customs, DP World CFS, DNATA, EK Skycargo and other Airlines and Shipping Line Agents. |
| **Oct. 2010- June 2011**  **March 2008-June 2010**  **June 2004-May 2005** | **Doha Express International Freight Forwarders**   * A freight forwarder that offers freight solutions, customs clearance and logistics solutions.   **Qatar**  **Sales and Marketing Coordinator / Supervisor**   * Develops prospective clients and discusses new business cooperation and develop good relationship. * Communicates with the purchasing and logistics officers of companies. * Responding and supervising to sales inquiries and complaints, and prepare proposals, solutions & quotation. * Supervise the incoming shipments and inquiries. * Prepares and verifies documents for export and import shipments. * Developing business cooperation with shipping lines and freight forwarding companies worldwide. * Handles all DHL transactions and communications   **Pryce Corporation**  Pryce Gardens (Memorial Estates)  Philippines  **Park Business Manager**   * Manages the project and handles the overall operations of the park, doing administrative functions, planning, developing and implementing marketing promotions and strategies.   + Preparing, recording and monitoring sales reports.   + Conducting monthly and yearly plans and programs and arranges the marketing events.   + Handling and monitor employees’ performance and duties. * Train new sales agents and unit managers to establish sales force and conduct company and product   **St. Peter Life Plan, Inc**. – General Santos City, Philippines  **Collection Analyst–Data Encoder/Technical Support(Project Based)**   * Recording, monitoring and reporting of daily transactions. * Handle the operational documentation of the branch office such as sending sales reports and collections to the Head office, generating vouchers, collectors’ performance reports, and employees’ perks.   **Marketing Supervisor**   * Responsible for developing and implementing company’s marketing strategies and conducts presentation to promote the company’s products. * Actively involved in company’s collection department and handled various accounts and clients of the company. |
| **EDUCATIONAL DETAILS** | |
| **Tertiary** | Graduated: 2002 **Bachelor of Science in Computer Science**  Notre Dame of Dadiangas University  Philippines |
| **SKILLS** | |
|  | Computer literate; can handle Microsoft Office suite, Logistics management software such as Orion ERP and CargoWiz Loading plan system. |



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