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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 : FilipinoResident of : Republic of the PhilippinesGender : MaleSelf-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.
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| **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.
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| **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.
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| **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. |



**Gulfjobseeker.com CV No:** **1465830**