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**Career Objective**

To achieve professional excellence in my career and seeking a challenging and rewarding position that will allow me to utilize my skills and opportunity to expand my knowledge as a professional and as an individual.

**Work Experienced**

**(6 years, 3 months)**

**LBC Inc.**

Jan 2014- Dec 04, 2015

**Position: Logistic Team Leader**

***Duties & Responsibilities***

* Plan and Supervise inbound and outboundtransportation activities.
* Supervise scheduling deliveries to ensure smooth operating warehouse.
* Ensure to process orders and on-time delivery by network of courier companies and warehouses.
* Plan and arrange logistics required shipments.
* Support simplification and standardization of processes to accelerate logistics and enhance efficiencies.
* Identify enhancement opportunities and suggest solutions for improvement to top management.
* Assist audits of vendor invoices and month-end processing to incorporate finance accruals.
* Head team to develop, articulate and maintain logistic process documentation

**LBCInc, Philippines**

Sept 2011- December 2013

**Position: Customer Sales Associate/Sales representative**

***Duties & Responsibilities:***

* Act as main point of customer contact
* Manage liaison with suppliers and origin stations
* Provide shipment information to customers
* Liaison with different departments within the company to facilitate shipments
* Assist in tracking shipments and providing alternative information
* Provide transportation information and manage billing information
* Manage quality control by ensuring that all shipped orders are in working condition
* Assisted in preparing shipment documentation
* Provided assistance in maintaining contact with suppliers and other agents
* Interfaced with customers as directed
* Assisted customers in tracking shipments
* Assisted in billing management and receipts preparation
* Customer relation and complain handling

**Gan Go Corporation**

Oct 2009- August 2011

**Position: Inventory / Warehouse Controller**

* Preparing and maintaining records of all inventory
* Compiling inventory reports and issuing them to management
* Supporting shipping prep and loading
* Investigating inventory shortages and discrepancies
* Posting weights and shipping charges
* Working with sales reps, customers and other members of the warehouse, as necessary

**Personality Traits/Qualification**

* Excellent organizational and interpersonal skills.
* Excellent managerial skills
* Ability to produce quality result in time.

**Skills**

* Attention to detail •Good in Negotiation
* Goods transportation •Excellent in Documentation
* Workplace safety •Shipment issues resolution
* Multitasking •Good Communication
* Computer : Word and Excel
* Exceptional customer service orientation

**Educational Background**

College: University of Cebu (UC) –Cebu, Philippines

Course: Bachelor of Science in Customs

Graduated: October 2008

**Personal Information:**

Date of Birth: October 18, 1986

Citizenship: Filipino

Gender: Male

Marital Status: Married