**First Name of Application CV No 1620750**

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POSITION DESIRED: **LOGISTICS / DOCUMENT CONTROLLER**

**WAREHOUSE COORDINATOR**

**OBJECTIVE: The Logistics Coordinator is responsible for management and execution of all logistics activities in accordance with corporate and statutory requirements and local and international laws, regulations, and policies. Together with the Logistics Manager You will manage and develop effective and efficient logistic processes within the GCC area. You will closely cooperate with all the logistics staff of our affiliated offices.**

**JOB SPECIFICATION AND RESPONSIBILITIES:**

* **DOCUMENTATION ASSISTANT**

**SUN GLOBAL DMCC**

(April 26, 2015 up to February 2, 2016)

* + Preparing B/L Instruction for the subject shipment
  + Preparing Invoice & Packing List for our shipment for Ghana, Nigeria, Qatar, Kenya and other GCC countries
  + Responsible in sending of Shipment Advise to the Customers and other counterpart agent
  + Sending Pre-Arrival Assessment Report for all Nigeria shipment
  + Applying online of Certificate of Origin in Dubai Chamber and in Hong Kong General Chambers of Commerce
  + Applying SONCAP Certificate for all Nigeria shipment
  + Applying Marine Insurance for all shipment
  + Responsible for maintaining soft and hard copy of document information
  + Preparing shipping documents for bank submission in accordance with the bank requirements
  + Ensuring all documents are as up to date as possible within electronic up to manual filing systems
  + Ensure accuracy of all inventories using ***ORION Software System***

* **IMPORT SUPERVISOR**

**"K" LINE LOGISTICS PHILIPPINES INC.**

**LOGISTICS ARM OF "K" LINE PHILIPPINES INC.**

(January 3, 2014 up to August 29, 2014)

* + Approving cash advances and liquidations of clearing team for processing
  + Coordinate to client about shipment related concern
  + Conduct meeting in Customs Officials about shipment related concern as needed - Prepare trucking booking
  + Preparing shipment summary report
  + Monitoring of shipment status
  + Preparing weekly summary shipment report
  + Manage customers and vendors in the cost effective delivery of logistical requirements
  + Interface with agents, suppliers and internal customers
  + Ensure correct documentation for import and export according to national and international rules and regulations
  + Analyze logistical processes to monitor performance and plan improvements in service delivery, Implement industry best practices
  + Review and negotiate prices and conditions with supplier

* **IMPORT AND EXPORT SUPERVISOR**

**FREIGHT MANAGEMENT WORLDWIDE SERVICES INC.**

(July 20, 2010 up to October 20, 2013)

* + Approving cash advances and liquidations of clearing team for processing
  + Coordinate to client about shipment related concern
  + Conduct meeting in Customs Officials about shipment related concern as needed
  + Creating new ideas for the improvement of operational flow
  + Preparing shipment summary report
  + Monitoring of shipment status
  + Preparing Brokerage monthly production report

* **EXPORT AND WAREHOUSE COORDINATOR**

(December 4, 2006 up to May 30, 2010)

* + Checking Export Documents before dispatching to assigned clearing staff
  + Preparing tally sheet for Export Consolidations
  + Assist in Stuffing of cargo in container for Consolidations
  + Preparing warehouse inventory report in a daily basis
  + Preparing of initial and final booking
  + Checking Bill of Lading before final cutting
  + Sending Pre-Alert upon receiving of Original Bill of Lading
  + Preparing PSB report
  + Preparing weekly production report
  + Filing AMS for U.S. shipment

* **IMPORT AND EXPORT TEAM LEADER / SALES REPRESENTATIVE**

**Transcontainer (TCL) Philippines, Inc.**

**Logistics Arm of NYK-FILJAPAN SHIPPING CORP.**

(September 13, 1999 up to December 6, 2006)

**SALES REPRESENTATIVE**

* + Search for prospect client
  + Preparing rates for client inquiry
  + Reporting directly to Sales Manager
  + Preparing monthly Sales report
  + Coordinate to the Operations team about the booking and delivery of shipment
  + Inform client about shipment status

**IMPORT AND EXPORT TEAM LEADER**

* + Reporting directly to Operations Supervisor
  + Assigning shipment to clearing staff
  + Clearing shipment in Customs
  + Checking the completeness of Import and Export Documents
  + Inform Client About Shipment status
  + Monitoring of processing and delivery

* **IMPORT DOCUMENTATION CLERK**

**Intertranz Freighters, Inc.**

(April 29, 1999 up to Jun

* + Process import Documents from Broker.
  + Receiving of Manifest from other Forwarders.
  + Preparing/Access Billing of Consignee.
  + Monitoring of Vessel’s Arrival from Shipping Lines.
  + Prepare Diskette and Hard Copy for BOC Purposes.
  + Prepare Arrival Notice for Consignee’s Information.

**EDUCATIONAL BACKGROUND:**

* **BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION**

**Philippine Maritine Institute (PMI College)**

Escolta, Manila (1995 – 1999)

**PERSONAL DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AGE |  | : |  | 37 years old |
| DATE OF BIRTH |  | : |  | 10 January 1979 |
| CIVIL STATUS |  | : |  | Married |
| NATIONALITY |  | : |  | Filipino |
|  |  |  |  |  |

**SEMINAR ATTENDED:**

* **SEVEN HABIT OF HIGHLY EFFECTIVE PEOPLE**

(22 September 2002 at TDG Lighthouse, Port Area, Manila)

* **IMPORT / EXPORT RULES AND REGULATION AND PRACTICE**

(01 March 2003 at century Park Hotel, Manila)

**SPECIAL SKILLS:**

* + Computer Literate in Windows (Microsoft Office)
  + Communication skills in English (Written and spoken)
  + Leadership skills