**First Name of Application CV No 1644012**

Whatsapp Mobile: +971504753686



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**OBJECTIVE:**

To acquire a challenging position in an environment where I can best utilize my skills and education.

**Educational Attainment:**

**Tertiary:** **Bachelor of Science in Customs Administration**

Lyceum of the Philippines University- Manila

 Muralla St. Intramuros, Manila

 (2011-2015)

 **Focus of Study:**

 - Supply Chain

 - Logistics

 - Letter of Credit

 - WTO Agreements

 - Incoterms

 - Warehousing Law (Philippines)

**Secondary:** The New Filipino Private School

 Dasman, Sharjah United Arab Emirates

 (2007-2011)

**Primary:**  The New Filipino Private School

 Dasman, Sharjah United Arab Emirates

 (2001-2007)

**Affiliations:**

* Philippine Society of Customs Administration Students

Lyceum of the Philippines University- Student Council

2011 – 2015

**Skills:**

* Proficient in Microsoft offices (word, power point and excel)
* Writing documentary letters (i.e. Business letters and the kinds)
* Knowledgeable with Letters of Credit.
* Able to work and issue LPO and Pro forma invoices.
* Have previous experience with issuing Bill of Landing and/or Airway bill.
* Have worked on Calogi system for Air freight in DAFZA.
* Able to work under pressure.
* Can multi task and achieve to bring it to fruition.

**WORK EXPERIENCE:**

**Position : HR Assistant**

**Compan**y **: Alpha Flight Services LLC, Sharjah International Airport**

**Total Employee: 545 Employees**

**Duration** **:** July 2015 – Present

**Job Description:**

1. Administering payroll and maintaining employee records;
2. Provides payroll information by collecting time and attendance records and gathering Monthly roster schedule.
3. Dealing with staff and their Head of departments on issues relating to salary deduction, and overtime pay;
4. Calculation of deductions, end of service (gratuity), leave salary and overtime pay.
5. Ticket arrangement for all employees;
6. Planning and arranging Annual Leave Application for all employees;
7. Documenting Medical Reimbursement, Issuing LPOs if applicable;
8. Assisting line managers to understand and implement policies and procedures;
9. Provides secretarial support by entering, formatting, and printing information (for example Memo’s and circular/new internal policies); organizing work; answering the telephone; relaying messages to managers; maintaining equipment and supplies.

**INTERNSHIP:**

* March 2014 – June 2014 **Compan**y **: Avicon International Ltd**

Dubai Airport Free Zone, U.A.E.

**Job Description:**

1. Involved in a series of duties which led to accurate shipping information management and to enhance traceability so that nothing goes unaccounted
2. Receiving email/telephone inquiries of clients for specific shipments
3. Negotiating any preferred packaging for types of shipment
4. Issuing Airway bill
5. Arranging LPO’s and quotation
* June 2010 – September 2010 **Position : Data Encoder / PART-TIME**

**Compan**y **: King’s Communications & Technical System** Ras Al Khaimah, U.A.E.

**Job Description:**

1. Receiving job order coming from Etisalat as a subcontractor
2. Encoding remarks and closing job order report through Excel.

**PERSONAL INFORMATION:**

Age : 21 years old

Civil Status : Single Language : English