Resume of

Theresa

**Position Applying for: Senior Logistics Officer,**

Job target: Looking for a challenging position as Senior Logistics Officer where I can make effective use of logic management skills for the growth of the organization.

Summary of Qualification:

 Fifthteen (15) Years Extensive experience in Logistics and Customs Department documentation & operating running program.

 Responsible for demonstrated quantitative and analytical skills with strong attention to detail. Extensive knowledge of logistics operation like distribution, transportation and warehousing. Ability to take initiatives and work under minimal supervision.

Skills: SAP, GHRS,Power Point, Excel, MS Word with a typing speed of 50wpm

**WORK EXPERIENCE**

**Name of Company: SAIPEM SPA – Sharjah Branch**

P.O. Box 1802

 Sharjah U.A.E

Telephone no: 09716 -5937777 ext. 2077:

**Position: Senior Logistics Officer**

From November , 2000 to Present.

**Scoop Of Work:**

* Responsible for making shipment arrangement as per Project Manager requirements.
* Assigned the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping vendors.
* Responsible for preparation of Pre-Alerts , Notice of Shipment , Cargo Manifest and Dispatched Notice.
* Book to nominated forwarder after receiving packing list, details must be on export packing list received and make sure that the forwarder already receive the booking.
* Responsible for communicating with Project Manager on daily requirement and orders.
* SAP – Creating Transport Plan, Transport Instruction, Overall Plan, Proforma Invoice,

Work Orders, PR and Service Entry.

* Assigned the task of maintaining SAP updating the shipping files with proper shipment details of airway bill, Bill of Lading number, Airlines, date of dispatched, arrival date details at destination with closure of shipping file.
* Responsible for the closing the shipping file (status 60) once received the materials receipt confirmed from project site.
* Endorse invoices, forms to authorized signatories for approval.
* Responsible for the dispatched of original shipping documents, like B/L, Shipping Invoice, MSDS, Form C, Form M, Delivery Note, and Certificates.
* Preparing Monthly Shipment Reports (AIR/SEA/ROAD/DHL/FEDEX) for all the projects.
* Responsible for updating the Project Materials Monthly Report for all Expediting Team as per their assign project.
* Assisted Logistics Coordinator in identifying and selecting emergency supplies and equipment according to supply procedures and procurement specification.
* Prioritize all critical and urgent materials for dispatched.
* Possessed receipts of materials by using SAP systems.
* Responsible for preparing Shipping Invoice, packing List and Dispatched documents.
* Pre-checked the billing submitted by the forwarder sends checks all attachment.
* Forwards all pre-checked billings to immediate Manager for approval.
* Assigned the tasks of handling Project complaint and implementing corrective action.
* Signs and receives pick up information on the availability of the cargo.
* Monitors shipment to avoid off-loaded shipments.
* Makes sure that the approval documents are properly filed for the future reference.
* Monitors shipment time to time to the respective site project.
* Secure copy of schedule for payment from accounting section together with the original copy of official receipt from filling.
* Encodes paid invoices/billing to the current systems.

**Name of Company: Prime Vet. Services**

 Sharjah U.A.E

**Position: Document Controller cum Secretary**

From November , 1995 to 1999.

**Scoop of Work:**

* Responsible in receiving and checking the contents (items, and its specification, quantity, delivery date and unit price) of the purchase request.
* Negotiate discount of the items requested for procurement.
* Responsible in preparation and issuance of purchase orders to supplier, Input correct and precise data considering the items stated in the purchase request supported by specs submitted by requesting department/section and quotation received from supplier.
* Monitors of stated lead-time to conform the delivery of the procured items.
* Follow up the delivery of the purchased item and other information of factors that can effect or affects the product and / or the purchase order.
* Update of PO listing to monitor the delivery of the procured items, update of the price list for cost reduction.
* Issuance and turnover of purchased items to requesting department.
* To ensure the document received are correct according to transmittal.
* Organized the document filing system by Module/code/discipline and series number in order to give easy access and to locate the documents.
* Keeping back-up and preparing weekly & monthly print report for incoming and outgoing document/transmittal register.

**Name of Company: It is Fashion**

 **Shk. Zayed Road, Dubai-UAE**

**Position: Secretary**

 **From November , 1991 to 1995.**

**Scoop of Work:**

* Preparing inquiries proposal quotation and all type of business related correspondence.
* Do filing job, taking dictations, responsible to travel arrangement, maintaining appointment diary, controlling stationers supply.
* Attending and screening business telephone calls.
* Preparing Proforma Invoice, Packing list and quotation.
* Updating Daily Ledger or daily posting report.
* Maintenance of cash and bank book.
* Attending and screening business telephone calls.
* Preparing Sales Invoices and Sales Reports.
* Preparing Sales Weekly and Monthly Report.

**PESONAL DATA**

Nationality : Filipino

Civil Status : Married

Religion : Catholic

Height : 5 Ft.

Weight : 120 Lbs.

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[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 