Alejandro

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**Career Objective**

Looking for the full-time employment as a customs representative with a well-known logistic company that can utilize my knowledge and skills on import and export prerequisites

**Work Experience**

**Customs Representative** E.G. Velasco Brokerage 2008 – 2015

**Customs Representative** Aspac International Inc. 2005 – 2008

**Customs Representative** Meister Transport Incorporation 1995 – 2002

**Job Description**

Directly reports to the Logistics Manager and Finance Manager

Coordinate & communicate with Overseas and local Suppliers

Coordinate with Corporate Finance on all bank transactions

Prepare and process applications for LC opening and acceptance memos for LC & CAD payment.

Arrange & process TT payment

Projecting foreign currency requirement and booking spot/forward deal with banks

Check Trust Receipts to ensure bank payment

Prepare and process applications for Shipping and Bank Guarantee

Handle and process Shipping documents for Customs Clearance (e.g. Original Invoices, Original Packing Lists, Certificates of Origin, Bills of Lading )

Follow-up ETD/ETA of shipments with Liner/Freight forwarders’ Agents

Monitor status of Delivery Orders

Prepare Customs Declaration Forms and submit the same to the clearing agent for Customs clearance

Monitor cargo delivery from port to warehouse

Arrange & prepare all required documents to recover Customs Deposit.

Follow up & monitor the Distributions from Landmark Logistics center.

Coordinate & monitor all deliveries to all overseas branch

Ensure the delivery of goods to overseas branch

Manage & Plan delivery schedule

Arrange and prepare necessary documents for Customs deposit refund

Prepare the status report

Prepare Brandwise receipt quantity status report for all overseas branch

Prepare receipt quantity status report for all overseas branch

Negotiating the freight rates with freight forwarders and shipping companies

Effectively trained Supply Chain Team on various aspects of Supply Chain, skills development and product knowledge.

**Education**

**Bachelor of Science in Customs Administration**

**Philippines Maritime Institute**

Dasmariñas St. Sta. Cruz Manila

Year: 1990-1994

**Seminars Attended** Seminars Attended

* **Re Orientation On Company Policies**

Aspac International Inc.

January 30, 2007

* **Personal Excellence Key To Good Customer Service**

Aspac International Inc.

June 17, 2006

* **ISO Awareness Orientation**

Aspac International Inc.

December 3, 2005

**Additional Skills**

Additional Skills

* **M.S Word**
* **M.S Excel**
* **M.S. Power Point**