

***CHERRIE***

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***JOB OBJECTIVE***

To work in a reputable company and involve in a competitive and challenging position in any areas that best utilize my skills and expertise with my willingness to cooperate with the others to produce a quality work, to be an asset that would be beneficial to the success of the organization.

***SUMMARY QUALIFICATION***

* Excellent interpersonal skills, phone manner and office etiquette
* Good communication and documentation skills
* Ability to successfully manage multiple tasks and meet deadlines.
* Highly initiative to manage a busy workload without close supervision
* Flexible, fast learner, and hardworking
* Trustworthy, detail oriented and resourceful
* Proficient in Microsoft Word, Excel and PowerPoint

***PROFESSIONAL AFFILIATION***

**Philippine** **Customs Brokers Licensure Examinations (CBLE) 2014 Passer**

***EDUCATIONAL ATTAINMENT***

**TERTIARY**

**Graduate BS Customs Administration Bachelor of Science in Nursing**

Adamson University,Philippines Bicol University Tabaco Campus, Philippines

2010-2014 2nd yr Undergraduate 2007-2009

**VOCATIONAL COURSE**

**Computer Programming NCIV**

Informatics Computer Institute of Tabaco,Philippines

September 14, 2009 - October 20, 2009

***WORK EXPERIENCES***

**Receptionist cum Accounts Assistant** Nov. 20 2015 – Sept. 5, 2016

Jade Hotels and Suites

Makati, Philippines

* Manage front office operation to include answering phones, dealing with inquiries, transferring calls to concerned staff and providing assistance to guest
* Prepare and send letters/correspondences, memos faxes internally and externally
* Assist in planning and preparation of meeting and conferences.
* Maintain adequate inventory of office supplies
* Open and date stamp all general correspondence
* Maintain the general filing system and file all correspondence
* Coordinate with suppliers for cheque collection
* Receive and validate received invoices
* Follow-up payment, prepares invoices, vouchers and prepare cheques for payment to suppliers
* Prepare cheque receipts for customer

**Import Documentation/Sales Coordinator** June 8, 2015-OCT 28, 2015

GCLPI-Gateway Container Line Phils Inc.

* Coordinate with the supplier for the new order and opens new order in the system
* Sends countersign PI to supplier with payment evidence as per the term of shipment
* Prepare document instruction and sending it to the supplier or to the forwarder
* Follow up the shipment with the supplier or forwarder to find out when the good will be ready for shipment and update the shipping information in the system
* Check the shipping documents if match with the document Instruction sent and sending confirmation to supplier or forwarder
* Update databases and other reporting tools to maintain visibility of shipment status
* Archive the order properly in the system and hard files and place all details regarding the order procedures in the system
* Coordinate with logistic for preparing the export documents and arrange dispatch of the original export documents
* Report to the management for import pending orders or shipment status
* Arrange payments and collection of the Bill of Lading from different shipping lines company

**Service Crew** July 04,2011 – Jan. 11, 2013

YummyRoast SM Manila, Philippines

* Welcome customers as they come into the restaurant
* Process customers’ orders and generate their bills
* Maintain cleanliness of store
* Handle cash, change and operate the cash register
* Ensure stock levels on the sales floor are maintained continually
* React to all concerns of customers quickly with a sense of importance
* Clean all tables after clients have left and get such tables prepared for the next set of clients
* Serve and pack warm foods to clients in an effective manner and in strict accordance to the orders of such clients
* Assist kitchen staff and outdoor delivery staff whenever such assistance is required
* Maintain chart of all available deals and products periodically and refresh such chart on daily basis

**Custom Broker** Nov. 2013-Feb. 2014

Sasis-Sediego Customs Brokerage, Philippines

(On The Job Training)

* Classify goods according to tariff coding system
* Prepare and process import and export documentation according to customs regulations, laws, or procedures
* Clear goods through customs and to their destinations for clients.
* Calculate duty and tariff payments owed on shipments.
* Request or compile necessary import documentation, such as customs invoices, certificates of origin, and cargo-control documents.
* Monitor or trace the location of goods.
* Advise customers on import and export restrictions, tariff systems, insurance requirements, quotas, or other customs-related matters.
* Quote duty and tax rates on goods to be imported, based on federal tariffs and excise taxes.
* Arrange for transportation, warehousing, or product distribution of imported or exported products.
* Insure cargo against loss, damage, or pilferage

**TRAININGS/SEMINAR/CONVENTIONS ATTENDED**

* “Review SeminarIntervention(RSI) Feb 15,16,22 &23,2015

For Customs and Tariff Laws”

Adamson University, Manila

* “ROADMAP: The Verdict” July 26, 2013

Adamson University, Manila

* Symposium:Relationships of Customs to January 12,2013

International Trade

Adamson University, Manila

* “Warehousing: Channel of Nation’s Progress July 28, 2012

Adamson University, Manila

* Seminar on Cargo Handling and Port Operations October 8,2011

Adamson University, Manila

* “INCOTERMS 2010” July 09, 2011

Adamson University, Manila

**ORGANIZATION AND AFFILIATIONS**

Junior Philippine Institute of Accountants(2010-2011)

Member of Unified Customs Administration Society-Adamson University(2011-2013)

Cultural Director of Unified Customs Administration Society-Adamson University

(2013-present)

Member of Chamber of Customs Brokers, Inc (Dec. 2014-present)

I hereby affirm and attest to the best of my personal knowledge and belief that all given and provided for by me in this application for employment are true and correct.