**MARIA**

[**MARIA.338837@2freemail.com**](mailto:MARIA.338837@2freemail.com)

**OBJECTIVE**

To build a long - term career in Logistics, Shipping, Administration, Coordination, Customer Service and Operations that offers professional growth and continuous learning opportunities.

**SPECIAL SKILLS**

* Teamwork
* Initiative
* Problem Solving
* Flexibility
* Computer Skills (MS Office)
* Excellent Typing Speed: 50 WPM
* Detail oriented
* Core competencies
* Able to multi- task

**WORK EXPERIENCE**

CNS LOGISTICS LLC

JAFZA, Dubai, UAE

December 12, 2013 – January 8, 2017

Position: **Logistics Coordinator**

* + Plans & coordinates with the documentation, transportation and warehouse to manage the timely flow of customer’s orders.
  + Provide and maintain good customer service
  + Monitoring the loading/ offloading of customer’s cargo inside the warehouse to ensure the timing and checking the damages or shortages of the cargo to and from the warehouse
  + Encoding in the WMS system to facilitate the movement of products and materials to and from the warehouse
  + Documents and escalate any customer service issues and or shipping /receiving errors
  + Experience in E-Mirsal II (Import / Export / Transfer documentation)
  + Prepares Delivery Advice, Invoice & Packing List, HS Code and Transfer of Ownership
  + Keeping track of incoming shipments and export shipments in KPI system
  + Preparing customs submission (Normal submission, Exit/ Entry)

CAPIZ ELECTRIC COOPERATIVE, INC. (Electric Distribution Utility)

May 5, 2003 – September 18, 2013

Roxas City, Capiz, Philippines

Position: **Customer Service/ Information Officer**

* Receive complaints, queries & suggestion thru walk-in and phone calls
* Inform all radio stations or medias with the coops new policies, schedule of power interruption and activities
* Handles the processing of new, additional or transfer of electricity
* Assist superiors in information / membership drives
* Provides information assistance to other section, division and departments of the coop and provides technical research assistance to the general public on rural electrification program
* Conduct seminars on weekly basis to the new consumers regarding the cooperatives policy, obligation and their rights as a consumer

**SEMINARS**

* Consumer Welfare Seminar May 2005
* Classification & Categorization of Documents June 2009
* Formal Letter Writing Skills Training August 2011

**EDUCATIONAL BACKGROUND**

College: UNIVERSITY OF SAN AGUSTIN

BS Computer Engineering

1999-2002