

**RIZALYN**

[**RIZALYN.349898@2freemail.com**](mailto:RIZALYN.349898@2freemail.com)

**CAREER OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Seeking for a challenging responsible growth oriented position where my classification and experience can be effectively utilized and share for the benefit and advancement of the company.

**QUALIFICATIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATIONAL BACKGROUND**

**COLLEGE:**

**B.S. in Customs Administration**

**Philippine Nautical and**

**Technological College**

Dasmariñas, Cavite, Philippines

SY 2009-2013

**HIGH & GRADE SCHOOL:**

**Altavas National Highschool**

SY 1999-2008

Altavas, Aklan, Philippines

**CERTIFICATION**

**Chamber of Customs Brokers Inc.**

Good Standing

2016

**Customs Broker Licensing**

**Philippines Regulatory Commission**

2013

**PERSONAL DATA**

AGE : 25

NATIONALITY : Filipino

CIVIL STATUS : Single

RELIGION : Catholic

HEIGHT : 5’3”

WEIGHT : 54 kgs.

* Proficiency in all areas of Microsoft Office: Excel, Word and PowerPoint
* Good in oral and written English communication
* Good team player and goal oriented problem solver
* Member of Philippine Customs Brokers Society

**EMPLOYMENT HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_**

**Import Break-Bulk Assistant Documentation/ Assistant Billing**

**Mercury Freight International Inc.**

Paranaque City, Philippines

August 06, 2013 – September 24, 2015

Responsibilities:

* Compute local charges, update monthly reports
* Monitors shipping arrival and delivery
* Endorsed bill of lading copy and delivery orders

**Customs Declarant**

**Explorer Freight Corporation**

Paranaque City, Philippines

December 1, 2015 - December 31, 2016

Responsibilities:

* Compute duties and taxes, prepare necessary documents
* Monitor shipments, notify consignee of status through emails and calls
* Supervise customs representative in regards with shipments processing

**TRAININGS & SEMINARS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PNTC Leadership Training**

Tagaytay City, Cavite Philippines

September 3, 2011

**Pro- Active Customer Service**

Paranaque city, Philippines

November 10, 2016

**REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AvailabIe upon request.

I hereby certify that the above are true to the best of my knowledge.