**Objective**

A position which offers a high level of growth potential & skill foundation. To be a part of reputable and dynamic company that will provide a financially rewarding career, well-rounded programs for growth enhancement, and opportunities for professional advancement.

**Qualified Positions:**

* Custom Clearing Staff/Logistics Staff Coordinator
* Document/Data Controller/Customer Service Rep.
* Secretary/Clerk/Data Encoder/Receptionist
* Quality Inspector/Supervisor (in Manufacturing Co.)

**Employment History**

**Data Controller cum Operation Clearing Staff**

December 18, 2013~February12, 2017 at EMove FZCO, JAFZA U.A.E.

* Answer calls and comply upon answerable inquiries
* Update the customer pertaining to their shipments
* Make Bill of Entry using Dubai Trade Mirsal II system
	+ Import Shipment (Sea/Land)
	+ Export Shipment (Air/Sea/Land)
	+ Transfer within FZ Shipment
* Make transfer documents for transfer out shipment within free zone (JAFZA)
* Make sure that the supplier/shipper will send correct transfer documents to ensure shipment compliance
* Coordinate to warehouse logistics with accordance to shipment status prior to export shipment and other shipment to be sent on time
* Prepare and make submission of document for Dubai Custom
* Make booking for inspection if the shipment is subjected for Custom Inspection
* File all necessary documents for future references

**General Clerk cum Clearing Agent**

August 1, 2010 ~ October 11, 2013 at ACSS LLC, Ras Al Khor, Dubai, U.A.E.

* Communicate and response on Clients requirement.
* Prepare and submit all documents required to facilitate Import and Export into the country which involves sea and air shipment as well as land and loose cargo shipment, this includes the following:

o *Export Documentation:* Purchase order from Buyer, Sales Invoice, Packing List, Shipping bill, Bill of Lading or Air Way Bill, Certificate of Origin and any other specific documentation as specified by the buyer, or as required by financial institutions or LC terms or as per importing country regulations.

o *Import Documentation:* Purchase Order from Buyer, Sales Invoice of Supplier, Bill of Entry, Bill of Lading or Air Way Bill, Packing List, Certificate of Origin, and any other specific documentation required by the buyer, or financial institution or the importing country regulation.

* Make Bill of Entry using Dubai Trade Mirsal II system.
* Ensure the smoothness and timely delivery of shipments of our Clients providing them shipment update.
* Answer all incoming phone calls and take note all caller messages.
* File all necessary documents for future references.

**QC-QA Staff/Clerk**

June 13, 1996 ~ July 16, 2010 at M.A. Technology, Inc., CEZ, Philippines

***Affiliation:***

 Receptionist / Telephone Operator

As of Nov. 15, 2005 to July 2010

 5S Audit Committee Head

As of Sep. 2006 ~ Dec. 2009

**QC-QA Inspector**

August 1995 ~ June 1996 at M.A. Technology, Inc., CEZ, Philippines

**Production Inspector**

June 15, 1995 ~ August 1995 at M.A. Technology, Inc., CEZ, Philippines

**Education**

**COLLEGE (Diploma)**

Computer Technological College

Salcedo I, Noveleta, Cavite Philippines

Course - Computer Office Management

(Year Graduated: June 1995)

**SECONDARY**

Emiliano Tria Tirona Memorial National High School

Gahak, Kawit, Cavite Philippines

(Year Graduated: March 1993)

**PRIMARY**

Potol-Sta. Isabel Elementary School

Sta. Isabel, Kawit, Cavite Philippines

(Year Graduated: March 1989)

**Other Experience**

**INTERNSHIP:**

General Clerk / Data Encoder

January 1995 to April 1995

ASTEC Power Inc. (MIS Dept.) CEZ, Rosario, Cavite Philippines

**GENERAL RESPONSIBILITIES:**

* Entertains / Receive incoming calls.
* Gather information and data through Instant Messaging from Customer.
* Encoding of data and issue copy transference to concerned persons/sections.
* Filling of documents and reports.

**Professional Key Skills:**

* Self-motivated on work with less supervision
* Communicates well with the customer/clients queries meeting their satisfaction
* Can adopt easily prior to orientations and trainings given
* Good interpersonal teamwork with colleagues through leadership
* Good knowledge in Microsoft Office - MS Word, Excel, Powerpoint, and Outlook
* Typing Speed – 45wps
* Knowledge in Dubai Trade Mirsal II System

**Seminars/Trainings:**

* **Effective Leadership Skills**

M.A. Technology, Inc., Cavite Economic Zone, Rosario, Cavite August 22, 2008

Speaker: Mr. Arnold Lucero & Ms. Leonora Avis

* **5’S (Practice of Good Housekeeping) & Productivity**

**Improvement Techniques**

M.A. Technology, Inc., Cavite Economic Zone, Rosario, Cavite July 31, 2008

Speaker: Mr. Noel Millares

* **Computer Techniques and Applications**

M.A. Technology, Inc., Cavite Economic Zone, Rosario, Cavite November 29, 2007

Speaker: Mr. Alfonso Ambon Jr.

* **Quest for Excellence (Wave I)** Mount Sea Resort, Cavite October 1, 2005

Speaker: Mrs. Edith Bayoneta

* **ISO 14001 : Environmental Management System Orientation** M.A. Technology, Inc., Cavite Economic Zone , Rosario, Cavite, March 02 ~ 03, 2001

Speaker: Mr. Modesto Lopes Jr.

* **ISO 9000 : A Primer**

M.A. Technology Inc., Cavite Economic Zone, Rosario, Cavite August 10, 1996

Speaker: Ms. Luisa Salvador

**References**

References are available upon request.