**ANNA**

[**ANNA.366515@2freemail.com**](mailto:ANNA.366515@2freemail.com)

**PERSONAL INFORMATION**

I am a responsible person who, after a period of 6 years of raising my children, is now eager to return to work and keen to regain a good career.

Despite being out of the workforce for the length of time that I have, I still kept up my computer skills through helping my husband on his emails, doing computer jobs and power point presentation for my children’s school projects. I am also happy to re-train and learn what I need to ensure that I am successful in a role that I get.

I am organized and have excellent time management skills. I am a confident communicator and I enjoy working with other people.

I have been a resident of Dubai, UAE for six years on a Spousal Visa.

**EMPLOYMENT EXPERIENCE**

***Dec. 2002 – Feb. 2011*** **GLOBEGROUND-PAGS Manila**

*Cargo Administration Staff*

1. Attend all customers’ inquiries regarding cargoes.
2. Check all on-hold cargo at the base station (Narita, Japan). o Call forwarders and cargo agents for cargo booking.

o Send Flight Crewlist to all concerned departments thru e-mail and Sita message (Telex). o Monitor and trace import and export cargoes.

o Flight Information Advisory:

* + Estimated Time of Arrival of the Aircraft
  + Bay Assignment
  + Catering Services
  + Crew
  + Ramp Requirement (incoming preparation, equipment, tow truck, manpower, tailstand.)
  + Coordination with Flight Dispatch.

1. Update bookings on the day’s flight in the system (MC2) ex. Cancellation, rebooked cargoes, changes in pieces and weight and notify Operation Staff on booking changes.
2. Check all outgoing mails in MC2.
3. Accomplish details of cargoes with destination beyond Japan and send thru fax to Narita Space Control Department.
4. Monitor cargo documents’ status for outgoing cargoes.
5. Check status of the days’ cargoes especially with connecting flight U.S., Europe, and other Asia.
6. Book all confirmed cargoes for the next days’ flight in MC2.
7. Update the whole month’s flight schedule and distribute to forwarders and agents. o Master Airwaybill releasing and distribution to forwarders and agents.

o Checking all chargeable weight of all export cargoes per flight. o Record Mail billings for every flight.

Jul. 2002 - Dec. 2002 **CARDINAL CREDIT Corp.**

*Marketing Staff*

1. Release credit contract.
2. Follow-up debtors for payment.
3. Update company’s bank accounts for clients’ payment deposit.

Jul. 2001 – Apr. 2002 **CREDIT WORLD Insurance Agency**

*Marketing Associate*

**SEMINAR ATTENDED**

1. **Basic Cargo Course** GlobeGround PAGS Manila Dated: April 30 – May 01 2003

**EDUCATIONAL ATTAINMENT**

**College:** **Bachelor of Science in Business Administration** *Major in Marketing*

**Pamantasan ng Lungsod ng Maynila (**University of the City of Manila)

**June 1997- March 2001**

**Secondary: Villamor High School**

**June 1993 – March 1997**

**ACHIEVEMENTS**

1. Consistent University Scholar (1997-2001)
2. Most Outstanding Marketing Awardee (2000-2001) o Ms. University 1998

**SKILLS**

1. Computer skills – Microsoft Word, Excel, Powerpoint, Internet browsers, Visual basic. o Good communication skills.

*References available upon request*