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| **MS. RHODORA** **RHODORA.367475@2freemail.com** |

 

Position applied for : Logistics Coordinator /Import-Export Operation Executive

**Objectives**

• To set high standards of achievement in everything that I do

• To keep learning

• To work smart

• To exceed the expectations of my peers and management

• To report solutions and not problems

• To be rewarded fairly for my success

• To be able to work in a well established company where I can be an asset

**Personal Profile** : A diligent hardworking person with a sense of initiative

**Work Experience**

May 2014 to present : **Libtra Shipping & Sea Cargo LLC**

 **Logistics Coordinator**

 Dubai - UAE

**Duties & responsibilities**

Involved in different fields of operations such as Bunkering, Documentation, Container control, Delivery Order Issuance etc,….Brief job involvements are given as under:

1. On the Documentation Desk – Responsible for

• Retrieving shipping documents on Import Cargo through On-line Systems from load ports prior to

 ship’s arrival with clear emphasis on SCI Projects

• Timely filling the shipping Manifest and cargo details with Dubai Port & Customs through DPAMAN

• Advising customers of their cargo arrival to enable them complete required formalities for smooth

 delivery of cargo

• Similarly, feeding export cargo details for Online transmission to discharge and transshipment ports

1. On the Delivery Order Desk – Responsible for

• Attending the Manifest corrections and liaising with respective agents for verifications priority to

 issuance of Delivery Order

• Verification of Bank Guarantees and Indemnity Documents in the absence of Original Bill of Lading and

 Cross checking with Load Ports and Principals etc

• Collection of THC, Freight, Demurrage, etc according to approved tariff

1. On the Container Control Desk – Responsible for

• Preparing and transmitting Load/Discharge List of Containers – both Laden and empty to Dubai Ports

 prior to vessel arrival

• Keeping track of container movements and reporting to the Principal in their prescribed Form on the

 prescribed date

• Liaising with customers for speedy recovery of equipment

• Coordinating with Ports for timely evacuation of empty boxes in or to avoid/reduce Port Storage

• Authorizing for equipment repair, if any, in accordance with the approval of the Principal

• Positioning of empty containers to different Ports according to the need and directives given by

 the Principal

June 2010 – Jan 2014 : **GULF Oil Philippines Inc.,**

**Asst. Plant Head/Safety Officer**

Pateros, Metro Manila

**Duties & responsibilities**

• Responsible for day-to-day running of the plant efficiently, to overview the implementation of

 Organizational policies and ensure that the operations in the unit function smoothly.

• Supervises incoming and withdrawal of product.

• Initiates procurement of supplies.

• Monitors / Prepares daily stock position, prepares monthly statistics report. Ensure that all stocks

 Are maintained in assigned locations, segregated grade wise. Assist Account Executive in Physical Stock taking

• Handled Import/Export, NGCP docs formalities also BOC/PPA documentation incld. NSW online ATRIG Application.

• On-board representative to supervised Bunker Supply to the vessel.

• Coordinate with transporter, forwarders, shipping line either nominated by Customer.

• Maintain all updated records of incoming stocks, in-store stocks and dispatched stocks.

• As plant head my duties included smooth functioning of various departments in the unit.

 I was also responsible for the efficient and timely delivery of signed/approved PO.

• Responsible for the support of Company safety, environment and Quality policies and programs.

July 2008 – March 2010 : **Hy-Tech Logistics - Dublin**

 **Operation In-charge**

 Member of World Cargo Alliance – Family of Logistics Network

 Member of All World Shipping & CGLN (China Global Logistics Network)

**Duties & responsibilities**

• Management of freight operations inbound/outbound shipments to ensure successful and profitable

 Air, Sea & Road freight services

• Implementations of buying & selling rates for the freight exports

• Liaise with governmental & official bodies including Customs, Airlines, Shipping Lines, boarder Check,

 Post etc., to ensure that the operations are in line with rules and regulations

• Direct concepts, practices and procedures from sales & marketing business development and corporate social

 responsibility, public relations, advertising, promotions and contract negotiations

• Responsible for the attainment of short and long term financial and operational goals to ensure profit,

 growth and expansion of the company.

• Develop a strong working relationship with all major Carriers and successfully negotiate desired rate

 levels with them

• Works closely with agents and partners globally for Sales, Agency and Office development

May 2002 – June 2008 **:** **Cargoship**

**Operation Coordinator**

Makati, Philippines

**Duties and responsibilities**

• Job functions involved Customer Service, Import/Export Documentation – Sea, Air & Land

• Handling of Import/Export shipment independently

• Knowledge of Manual & Electronic Manifest preparation

• Preparing all necessary docs ie, Electronic DO, E-Clearance, Arrival Notice, Bill of Lading

 Vessel Certificate & Freight Invoice, Customs Bill, Exit Entry Certificate

• Uploading Discharge/Load list of container

• Handled RoRo shipment

• Responsible of handling Export shipment to Iraq from the stage of releasing the container, coordinating with

 With the vessel owner, Port Authority for vessel berthing up to invoicing clients

• Preparing Certificate of Origin through Chamber of Commerce

**Training Attended**

**Dubai Port and Customs Training Course**

• Customs Service in Dubai Trade (Custom Bills)

• Valuation Course

• Harmonized System Code

• Electronic DO

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| • Mirsal 2 Training – A course on Dubai Customs Mirsal 2 Declaration E-Service |
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**DENR – (Department of Environment and Natural Resources) WEAP EMB**

** Member PCO (Pollution Control Officer)**

• Underwent - **Training Course for PCO, PHL**

• Plant Safety Training - EHS

**Educational Attainment**

Bachelor of Science in Civil Engineering

Technological University of the Philippines

Manila Philippines - 1991

**Skills**

Computer literate, easily learn new application with little assistance and proficient in several computer applications such as MS office, other shipping software application

**Key Qualification**

Overall 12 years experience as Operation and Logistics Executive. Coordinating with Port & Customs, Shipping Line, Clients, Sales Staff, Overseas Agents and Principals

**Personal Information**

Citizenship : Filipino

Civil Status : Married

Date of Birth : 16 February 1970