**NATHANIEL**

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**NATHANIEL.371639@2freemail.com**

**PROFESSIONAL SUMMARY**

Nathaniel comes to you with a strong background in Online Logistics, Courier, Warehouse, Shipping and Distributions operations. A hardworking and physically fit individual who has experience of picking, selecting and storing goods in a warehouse. He receives shipments, sorts and distributes them appropriately, maintains shipment records and answers inquiries. Aside from his technical competencies, his pleasant manner, computer skills and good communication skills allow him to work independently, lead a team or part of a team and follow standardized work instructions. At the moment, he is available immediately and looking for the suitable position to be connected with organization where his background, interest and personal services can have made available for the benefit of the company.

**SKILL HIGHLIGHTS**

**Professional**

* Familiar with a computerized warehouse and logistics systems
* Knowledge of cargo terminal handling with automated and computerized operating and communication systems
* Knowledge on DG goods handling, container loading/short shipments and error reports.
* Maintaining a clean, organized and safe work environment
* Ability to organize and prioritize job tasks and requirements
* Ability to work efficiently and can adapt to an ever changing environment
* Meet deadlines and function under heavy pressure
* Demonstrating integrity and respect to senior managers at all times

**Personal**

* Physically fit and able to work in hot or cold environments
* Computer basic in Word, Excel, Outlook, Internet
* Working knowledge in logistics software (SAP)
* Good communication skills
* Good organizational, time management and customer relations skills
* Knows how to drive vehicle

**AREAS OF EXPERTISE**

* Warehouse and Logistics Operations
* Courier, Delivery and Distributions

**CAREER ACCOMPLISHMENTS**

* Became a Shipping Team Leader in V-Cargo Logistics, Philippines from 2012-2013
* Successful completion of training in Dangerous Goods in Fedex last 2011 in Dubai

**PROFESSIONAL EXPERIENCE**

**February 19, 2015-March 31, 2017 (End of Contract)**

***Online Logistics Associate / Storekeeper***

**Al Safeer Group, Logistics Online**

**Sharjah, UAE**

* Pack all the processed orders made online in souq, groupon, xpressions and other online shopping for shipment.
* Ensure the weight of the received shipment coincides with the information initially received by the shipper.
* Check invoices to ensure that service requests have been followed and create and maintain liaison with suppliers and customers to ensure that shipments are received in an organized manner.
* Report every shipping procedure that managed.
* Liaising with clients, couriers and other operational departments.
* Dispatch orders to the customers and ensure receiving them.
* Receive and data entry of the stock.
* Finding stock and merchandise in the warehouse.
* Matching quantities and items being shipped against the invoice.

**October 12, 2012-December 31, 2013**

***Shipping Team Leader***

**V-Cargo Logistics**

**Philippines**

* Load and unload all the documents & parcels in a safe and efficient manner.
* Ensure all documents & parcel is properly secured and tied down.
* Audits size and weight of packages to ensure conformance with services.
* Separates packages by the size type and destination in accordance with established procedures.
* Ensure the use of safety procedures in handling packages.
* Performed data entry and scans the document & parcel according to prescribed procedures.
* Liaising with clients, couriers and other operational departments.
* Handling of containers shipment.

**January 2010-July 2011**

***Hub Handler/Pick up/Delivery/Dangerous Goods (DG) Specialist***

**Afghanex Express**

**Licenses of Federal Express**

**Afghanistan**

* Load and unload all the documents & parcels in a safe and efficient manner.
* Audits size and weight of packages to ensure conformance in efficient manner.
* Ensure all documents & parcel is properly secured and tied down with services.
* Separates packages by the size type and destination in accordance with established procedures.
* Ensure the use of safety procedures in handling packages.
* Assure accurate labeling of freight by double-checking that marks on freight and warehouse receipt number correspond to the transport document.
* Liaising with clients, couriers and other operational departments.
* Attended training in Dangerous Goods in Fedex Dubai.
* Report hazardous cargo and any irregularities (damages, conditions) immediately to supervisor

**January 2009-February 2010**

***Technical Support***

**Green Energy Technologies**

**Philippines**

* Provides general administrative, clerical and technical support to the managers and other staff including scanning, faxing, mailing and copying.
* Relies on the instruction and pre- established guidelines to perform the function of the job.
* Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.
* Typically reports to a supervisor & manager.
* Maintain hard copy filing system.
* Performed data entry and scan documents.
* Run company errands.
* Answer calls from customer inquiries.

**May 2007- September 2008**

***Operator***

 **Au Optronics**

**Taiwan**

* Assemble TFT-LCD monitor and inspect all out going LCD in conveyor.

**June 2006-February 2007**

***Warehouse Checker***

**Robinson Distribution Center**

**Philippines**

* Checked all the goods in or out to the warehouse.

**March 2004-May 2006**

***Delivery/Pick-up Documents & Parcel***

**Mailex Courier Services**

**Philippines**

* Load and unload all the document & parcel in a safe and efficient manner.
* Ensure all documents & parcel is properly secured and tied down.
* Audits size and weight of packages to ensure conformance with services.
* Separates packages by the size type and destination, in accordance with established procedures.
* Ensure the use of safety procedures in handling packages.
* Scans the documents & parcel according prescribed procedures.

**ACADEMIC QUALIFICATIONS**

Far Eastern University (1997-2000)

**COMPUTER SCIENCE (Undergrad)**

Eulogio Amang Rodriguez Vocational School (1996-1997)

**RADIO MECHANICS**

**REFERENCES**

Available upon request.