**ANDREA**

Email-add: *andrea.380714@2freemail.com*

**CAREER OVERVIEW**

*To be a part of the company that offers professional growth and continuous learning opportunities where I can also share my ability, skills and knowledge.*



**WORK EXPERIENCES:**

**Parkinson Clarke (Middle East) LLC**

***Shipping/Logistics Coordinator***

***Reports to General Manager and Senior Logistics***

**April 2014 – April 2018**

Job Description:

* Manage and handle multiple shipment orders as per company’s standard procedure. (DG & Non-DG)
* Sourcing new supplier and handles purchasing.
* Negotiate order price and delivery time to supplier.
* Calculates the package dimension /weight and negotiates better rate to forwarders.
* Prepares costing for Buyers’ enquiry as per standards.
* Receive samples, verify (get measurement, weight, photo, put labels) and send to Buyer for approval.
* Carefully verify and confirm Sales Contract/Proforma Invoice from suppliers as per agreed terms and conditions.
* Able to prepare documents in LC, CAD/DP, DA, TT payment terms.
* Knowledgeable in LC application.
* Arrange shipments by Sea (FCL/LCL), Air and Courier.
* Issue Sales orders / Purchase Orders / Outbound / Invoicing thru SAP system.
* Provide draft BL/AWB to suppliers and forwarder agents.
* Monitor cargo movement thru tracking system.
* Coordinate and follow-up regularly to suppliers for the status of production, delivery and shipment.
* Verify and confirm draft shipping documents from suppliers accordingly.
* Prepare and provide shipping documents to consignee/Buyer for customs release of cargo at the port of discharge/destination. (Invoice, Packing list, BL or AWB etc.)
* Ensure that consignee receives original documents before the shipments arrive.
* Liaise with certification/inspection thru Bureau Veritas, SGS or Intertek if required.
* Rectify problems such as damages, shortages and non-conformance to specifications.
* After shipment, prepares documents (bank to bank) to get Buyers’ payment.
* Prepare weekly report for status of shipments and order planning. (product wise/shipment wise/payment wise)
* Prepares payment request to accounts, follows-up TT/swift copy and forward to supplier or forwarder
* Coordinates with Accounts department for release of payment and get original documents from bank
* Ensures to receive the payment from Buyer on or before tenure dates.
* Review and reports monthly payment plan with General Manager and accounts department.

**Orchid Gulf FZ LLC**

***(Logistics Department)***

Job Description:

**April 2011 – April 2014**

**IMPORT COORDINATOR**

*Reports to Managing Director and Sales Managers*

* Prepare Letter of Credit application against import documents.
* Provide bank details & shipping marks to Suppliers.
* Monitor credit status 2 to 3 days after the maturity date and informs accounts department.
* Follow-up regularly with the suppliers, shipping companies and freight forwarders for the status of shipments.
* Coordinate with the banks for the status of original documents.
* Verify the copy of shipping documents from suppliers accordingly as per our requirements before the shipments arrive.
* Monitor the incoming shipments, coordinates with warehouse-in-charge and driver, and provides the required documents (BOE, DO Inv. & PL) for the release and clearance of materials from the port, airlines.
* Request acceptance letter for damaged containers from shipment received and process the claims as per agreement.
* Handle claims with insurance companies if any shipment problems happen to occur.
* Maintain the Import order records and updates Monthly Wise payment analysis.
* Organize the files of all incoming shipments.

**EXPORT COORDINATOR**

*Reports to Sales Managers*

* Prepare Quotations and Proforma Invoices / Order Confirmation as per the order enquiries and requisitions of the customers.
* Prepare shipping documents (Invoice, Packing list, Certificate of Origin (Chamber of Commerce online application), AWB/BL/Truck consignment and Delivery note)
* Prepare Export Collection documents for LC documents, CAD documents and DA documents to be submitted in the bank and to be forwarded to the collecting bank.
* Prepare shipping documents under Cash on Delivery & Telegraphic Transfer.
* Coordinates with the Sales department for the confirmation of orders.
* Negotiate freight charges.
* Coordinates with the shipping lines/courier companies for the booking and tracking of shipments.
* Coordinate with shipping companies and forwarder agents for clearance on international deliveries.
* Ensure the delivery or collection of goods are on time.
* Ensure the shipping documents were received by the consignee before the arrival of shipment.
* Assist in preparing of documents for customs.
* Prepare Export Declaration and Customs claims & insurance.

**ADMINISTRATIVE ASSISTANT**

*Reports to Senior Accountant and Managers*

* Coordinates with travel agency for the flight schedules and hotel booking reservations for the Top Management and office staffs.
* Open and distribute incoming e-mails and other material information internally and with other departments and organizations.
* Set up and uphold manual and automated information filing systems.
* Hands-on experienced in responding to routine letters and emails.
* Able to work with management, accounts and the sales capably and tactfully.
* Schedule appointments and ticketing including visa application if required for foreign country visit of Top management and staffs.
* Responsible for company’s staffs personal payments, medical insurance and vehicle insurances.
* Handles Telecom miscellaneous in terms of purchasing, cancelling and renewal of subscription.

**J.P.G. LLC (Perfumery)**

**Dubai Investment Park, Dubai U.A.E.**

***Secretary (Export Department)***

***Reports to Sales coordinator***

**April 01, 2010 - August 31, 2 010**

Job Description:

* Prepare customers quotations with prices provided by the Sales coordinators.
* Inputs Sales orders and Invoices through SAP.
* Negotiate and computes freight charges (sea, air, and courier) and keeps track of the status of shipments.
* Prepares shipping documents for local and international shipments.
* Coordinate with shipping companies and forwarder agents for clearance on international deliveries.
* Ensure the delivery of goods is on time and consignee received the shipping documents before the shipments arrive at the destination.
* Maintain strong communication and rapport with sales people to ensure that trading is carried out smoothly

**JCSalas Architecture + Interior Design**

**SBFZ, Philippines**

***AutoCAD Draftsman***

***Reports to Architect and Engineers***

**May 16, 2008 - February 24, 2010**

Job Description:

* Create working drawings (architectural, structural, electrical, plumbing & mechanical as per the company’s standards) for hotel, shop, residential, building and as built drawings that result from the design process.
* Provide support to Engineers and Architects by preparing routine layouts, detailed drawings, assembly drawings, sketches & diagrams.
* Participate in design tasks and coordinates works with team members.
* Maintain project schedule in accordance with the projects plan.
* Set up and maintain an organized file system for Production Drawings.



**TRAITS:**

* Dedicated and careful: Has a high level of correctness and strong attention to details.
* Highly-motivated and result-oriented.
* Can work with a minimum supervision.
* Organized and dedicated with a positive attitude.
* Tactful and patient communicator.
* Thrive in working in a challenging environment.
* Passion to succeed.
* Efficient in oral, written and interpersonal communication skills.

**SKILLS AND ABILITIES:**

* Knowledgeable in SAP System
* IMPORT/EXPORT – Shipping Documentation
* LC documentation, Cash Against Documents, Advance & Direct Payment procedures
* Knowledgeable with the INCO Terms
* Understands international/GCC trade and import/export rules & regulations.
* Data Entry, Customer Service, Basic Admin skills
* Proficient in MS Word, Excel, PowerPoint and Outlook emailing/gmail
* Good communication skills verbal and written

**COMPUTER SKILLS:**

* Proficient in MS Word, MS excel, MS PowerPoint and Outlook emailing
* Proficient in Software Installation and Application to user standards
* Familiar in Database & Programming (MS Access, Visual Basic, C++ & Java)
* Knowledgeable in AutoCAD (Computer Aided Design)



**EDUCATIONAL ATTAINMENT:**

Degree Holder

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY Columban College, Philippines (March 2008)

With certificate of AutoCAD 2D/3D training **TRAINING:** Federal Express Corporation

Subic Bay International Airport, Philippines

APAC Hub Invoicing Department

Duty Tax and Local Processing Charges section

Data Entry Operator (May 2007 – August 2007)



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| **PERSONAL PROFILE:** |  |  |
| Date of birth | : | July 10, 1987 |
| Place of birth | : | Philippines |
| Civil status | : | Married |
| Nationality | : | Filipino |
| Language(s) | : | English and Filipino |
| Visa Status | : | Husband’s visa |