



Shelly Aenn Jumamoy

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+639234964284

Present Address:

Gabi, Cordova, Cordova 6017, Cebu, Philippines

Basic Information

Age 27	Birth Date Feb 04, 1994	Gender Female	Civil Status Single
Height (cm) 163	Weight (kg) 56	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 4.35 years

Mar 2019 - PRESENT
(2 Years, 5 Months)

Cargo Agent

Cathay Pacific Cargo

Airline / Aviation

Cargo Road, Mactan International Airport, Lapu-lapu City

Cebu, Philippines

- Air Import Customer Service
- ULD Management
- Cargo Acceptance
- Cargo Build-up
- Manifesting
- Endorse NOTOC (special shipment eg. AVI, HUM, PER, DG)
- Ensure the safe loading and unloading of shipments
- In-depth knowledge of Cargo Spot System of Cathay Pacific Airways
- Inbound and Breakdown of incoming cargo

Nov 2018 - Feb 2019
(3 Months, 3 Weeks)

Airfreight Coordinator

DHL Global Forwarding Inc

Cargo / Freight Services / Logistics

BF Strip Pajo, Lapu-lapu City Cebu,Philippines

- Processing export and import documents in PEZA
- Monthly Audit Report
- Preparing import entry lodgment
- Cutting of airway bill documents
- Preparing monthly billing reports
- Monitoring of shipments
- Transmitting of SOA billing invoices
- Validating of incoming import shipments
- Procedure of the releasing of cargoes from airports
- Taking calls of Airlines for air way bill validation
- Monitoring of URC deliveries to plant and warehouses
- Cost Monitoring of URC monthly deliveries
- Preparing import entry lodgment
- Cutting of airway bill documents
- Preparing monthly billing reports
- Monitoring of shipments
- Transmitting of SOA billing invoices
- Validating of incoming import shipments
- Procedure of the releasing of cargoes from airports
- Taking calls of Airlines for air way bill validation
- Monitoring of URC deliveries to plant and warehouses
- Cost Monitoring of URC monthly deliveri

Jan 2017 - Jul 2018
(1 Year, 6 Months)

Loan Officer

Cordova Multipurpose Cooperative
Others
Poblacion, Cordova,Cebu

- Answer incoming telephone calls (multiple lines), resolves customer inquires within prescribed authority, and when necessary directing calls to the appropriate loan officers, department.
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- Serves as primary receptionist for loan officers.
- Schedules appointments for loan officers
- Responds to written inquires directed to loan officer
- Prepares written correspondence and memos as requested by loan officer
- Obtains information related to the customer loan origination process including:
 - Ordering, appraisal, environmental reports, credit reports insurance information.
 - Receive, log and disburse loan application received from the branch after determining
 - Appropriate assignment

Educational Attainment

Jun 2012 - Apr 2016

CEBU NORMAL UNIVERSITY

Bachelor's / College Degree

BACHELOR OF ARTS MAJOR IN POLITICAL SCIENCE

Government Documents

Passport

ID Number: P5073189A

Place of Issue: CEBU CITY

Date of Expiration: Nov 16, 2022