

WORK EXPERIENCE

MONSERRAT NAVARRETE

August 2022 – Present, Mexico City,
Mexico



CONTACT

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LANGUAGES

Spanish – Native speaker

English – Full command

French – Intermedium

Pontus Trade & Marketing

Operations Manager

- Responsible for exportations of finished product to Europe & USA as well as coordinating the warehouse operation.
- Quoting with different forwarders, brokers & transportists.
- Issuing different types of documents (commercial invoice, packing list, EUR1, etc).

ASR Group (Sugar Industry)

June 2021-June 2022

Import & Export Coordinator

Responsibilities

- Responsible for importations & exportations for ASR Mexico of machinery, spare parts & finished products.
- Coordinating deliveries to the warehouses in Mexico.
- Coordination of bulk vessel operations (broker, surveyor, maneuvers, inland, etc.)
- Managing communication between the customs brokers & forwarders.
- Quoting with forwarders and directly with shipping lines & transportists.
- Handling of different types of documents (commercial invoice, packing list, COA, MSDS, USMCA, etc).
- Coordinating shipments directly with our vendors for the purchasing department.
- Negotiating tariff reductions with vendors to increase benefits for ASR as well as working to prevent extra costs.
- Revising and approving invoices and account statements from vendors for prompt payment.
- Responsible for customs clearance of import & export shipments (Ocean, air, inland & rail).
- Importing & exporting samples as well as document elaboration.

February 2019 – May 2021

PureCircle (Food & Beverage Industry)

LATAM CS Specialist

Responsibilities

- Importing the merchandise from Asia to LATAM for multiple clients and working with the plants, customs brokers, agents and clients to ship the merchandise on time
- Working with different type of documents
- Exporting merchandise from Mexico to LATAM in order to fulfill the client's needs ASAP via sea, air, and inland
- Processing customs clearance for import and export
- Importing merchandise to Mexico for stock availability as well as batch allocations to fulfill local orders
- Sending samples to clients in LATAM and elaborating documents for their import process
- Inventory management as well as global accounts

- Handling of personnel

- ERP: JDE Oracle, Aspel: SAE

DB Schenker International December 2016 – January 2019

DB Schenker International

Control Tower /Senior Customer Service

Responsibilities

- Coordinating importation and exportation shipments of all type of services with Europe, Asia, USA, etc. (Air, ocean and inland)
- Control Tower / Senior Customer Service for top global accounts
- Coordinating TPB shipments (Third party billing)
- Revising the documents for a smooth shipment
- Revising the N/R vs S/R quotations
- Revising the intercompany invoices
- Revising ETD & ETA shipments
- Keeping the client informed of any change in the itinerary

January 2016 – December 2016

LCL Ocean Operations

Responsibilities

- Interacting with DB Schenker offices worldwide as well as local and international clients
- Coordinating D2D (door to door) shipments including the origin pick-up, import customs clearance and delivery to the client's premises)
- Coordinating the importation of consolidated services from Italy, France, Hong Kong among others to Mexican ports
- Coordinating the exportation of consolidated services to LATAM
- Negotiating tariff reductions with vendors to increase benefits for DB Schenker

February 2014 – January 2016

UTi Logistics MEX SA de CV

Ocean Import and Export Analyst

Responsibilities

- Responsible for over sighting task assignments to junior executives and less experienced people
- Coordinating the ocean shipments (EXW, FOB, CFR, DAP, DDP)
- Keeping up with the KPIs
- Invoicing to the clients and other UTi offices worldwide
- Informing the clients of the status of their shipments
- Payments to all types of vendors
- Maintaining contact with shipping lines, customs

brokers, vendors, clients, co-loaders, etc.

- Job costing
- Customer service and operations to direct clients
- Import ground transportation delivery to the client's premises on a timely basis

July 2013 – January 2014

Internship

Responsibilities

- Checking invoices and sending them to the correct apartment for prompt payments
- Elaboration of customs documents for specific clients
- Downloading documents for specific clients
- Updating itineraries for clients
- Checking physical folders to make sure all the documentation was complete for audit purposes in the future
- Uploading POD to the system for future references

EDUCATION

2020 - 2022

Universidad Anáhuac (Masters in International Trade & Logistics)

2010 - 2014

Universidad del Valle de Mexico (Bachelor's in International Trade)

HOBBIES

Reading

Swimming

Listening to music

Traveling to new places