

ARTHUR M.LACIBOL JR.

Cabangñan Legazpi City Philippines
+639561261372
xvc.artlacibal01@gmail.com



PROFESSIONAL SUMMARY

Experienced Garage Dispatcher/Admin Staff in a Logistic Company bringing nearly six years of coordinating shipments, collaborating with freight carriers and managing customer needs. Meticulous, resilient and flexible in handling diverse issues. Reliable employee offering excellent communication and good judgment. Efficiency-driven and organized with team-oriented mentality and dedication to customer satisfaction, business goals and sales excellence.

SKILLS

- Maintaining Quality Assurance Standards
- Fleet Dispatching
- Strong Communication skills
- Transportation and Logistics Coordination
- Food Handling Guidelines
- Workload Delegation
- Delivery Scheduling
- MS Word/Excel/MS PowerPoint
- Excellent customer service
- Team Leader

EXPERIENCE

Garage Dispatcher/Admin Staff
XCV Logistics Inc.
Villa Olympia Sub.San Vicente, San Pedro Laguna
August 2017-Present

- Managed functional areas of logistics.
- Dispatched trucks
- Update summary of daily and weekly reports
- Handled day-to-day shipping and receiving
- Filing of OR/CR, soft and hard copy
- Collaborated with shipping department staff to facilitate smooth materials returns to correct vendors
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.

- Monitored and reported on transportation costs and properly filed shipping documents.
- Coordinated shipping requests for expedited delivery and documented accurately to achieve correct billing.
- Completed timely data entry of new orders, labeled containers and placed in accurate storage locations.

EDUCATION

Vocational

Technical Education and Skills Development Authority (TESDA)

Agricultural Crops Production

June 2,2022 (graduated)

NCIII CERTIFIED

Issued on: June 25,2022

Valid Until:June 24,2027

Southern Luzon Technological Foundation Inc.

Legazpi City Philippines

Two year Computer Programming

NC1V, March 2010

PERSONAL INFORMATION

Date of Birth: December 01,1979

Civil Status: Single

Mobile No: +639561261372

Email Address: xvc.artlacibal01@gmail.com

FB Account: Allan Lacibol

Passport No: P438167B

Date Issued: 01/15/2020

Expiry Date: 01/14/2030

Present Address: BF International Atis St.CAA Las Piñas City Philippines

Permanent Address:C Barangay #20 Cabangan East Legazpi City Philippines

