



## SUMMARY

Seeking a new opportunity to learn and further my career as a Warehouse Assistant with extensive knowledge of warehouse transportation and operations. Experienced in receiving, moving, checking and storing incoming goods and ensuring they are of accurate quantity type and acceptable quality. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Lyceum University of Batangas

Bachelor of Science in Customs Administration  
Capitol Site, Batangas City  
1997- 2001

### Batangas National Highschool

Rizal Avenue Poblacion Batangas, 4200 Batangas  
1997

### Pola Central School

Rizal Avenue Poblacion Batangas, 4200 Batangas  
1987 - 1993

## WORK EXPERIENCE

### Licensed Customs Broker

In-house Broker of Fresh and Natural Foods Inc. | 2005 - Present

- Prepare and process import and export documentation according to Customs regulations, laws, or procedures.
- Classifying and appraising imported merchandise.
- Clear goods through customs and to their destinations for clients
- Pay, or arrange for payments of taxes and duties on shipments.
- Calculate duty and tariff payments owed in shipments.
- Request or compile necessary import documentation such as customs invoices, certificate of origin and cargo-control documents.

### Warehouse Assistant

OOCL Logistics Inc. | 2003- 2005

- Loaded and unloaded vans, trucks and other transportation vehicles.
- Made sure that daily inventory processes are completed on the same day.
- Maintained and serviced warehouse tools, machinery and trucks.

### Customs Representative

Sequest Logistics Inc. | 2001 - 2003

- Determine and track duties and taxes payable and process payments on behalf of client.
- Represent clients in meetings with CEO and apply for duty refunds and tariff reclassification.
- Coordinate transportation and storage of imported goods

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously.
- With valid driving license. (Philippines)