



# JOSE D. CACAO

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📍 Garden Villas 1 Brgy. Labas  
Sta. Rosa City Laguna

## EDUCATION

HEAVY EQUIPMENT OPERATION  
(FORKLIFT) NCII  
Philippine Industrial Equipment  
Technical Ins., Inc  
December 4, 2019 to Jan. 10, 2020

BACHELOR OF SCIENCE IN CUSTOMS  
ADMINISTRATION  
Lyceum of the Philippines - Batangas  
June 2000 - March 2004

## PROFESSIONAL SKILLS

- Computer Literate
- Problem Solving
- Communication
- Flexibility
- Attention to Detail
- Leadership
- Teamwork

## TECHNICAL SKILLS

- Microsoft Office
- Microsoft Outlook
- LOTUS - Oracle
- High Messaging System
- Intercommerce
- CDEC/E-Konek

## PROFILE

Age: 41 years old  
Gender: Male  
Civil Status: Married  
Nationalities: Filipino  
Birthday: April 07, 1981  
Birthplace: Talisay Tanuan, Batangas

## CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EXPERIENCE

J & T INTERNATIONAL ( FORMERLY FASTOCK WHSE INC.)  
IMPEX SUPERVISOR  
April 7, 2022 - Present

- Request for Commercial Invoice, Packing List & Bill of Lading from customers.
- Monitor and follow up to the shipping lines for the schedule of arrival of vessel
- Prepare and process import and export documentation according to customs regulations, laws or procedures.
- Process of documents to customs and to the designated government agencies.
- Arrange and process of payment of Arrastre, Wharfage and other charges.
- Arrange and schedule booking to the trucking for the pick-up of shipment.
- Monitoring and checking of cargoes in the container yards for the releasing shipment.
- Coordinates with shipping lines, forwarders, consolidators, port operators and outside warehouse on the related charges needed for the customs clearance.
- Communicates updates to customers and Account Managers on the status of shipment.
- Perform other task that Operations may require.

PIVOT - HAWK' S MANILA, INC.  
IMPEX OFFICER  
March 10, 2020 - March 20, 2022

- LOA for the sub-contractor and supplier is updated.
- Applied ABMS registration of CRPS thru BOC system online
- Applied and registered the prepayment to the in house bank of BOC.
- No late Import Permit for incoming shipment to PEZA & BOC.
- Brokers & Forwarders Evaluation Performance is update
- On time booking for export shipment thru email and online to broker/forwarder.
- On-time delivery of import shipment.
- Submission of pre-alert thru email to broker/forwarder
- Always follow up the import shipment thru sending emails & calls to broker/forwarder
- Liquidation ledger for the sub-contractor and supplier is updated
- Deliveries to sub-contractor documents always prepared in advance and no delay.

## EXPERIENCE

ALSHIRAWI ENTERPRISES LLC. (U.A.E – Dubai)

ADMINISTRATOR

August 25, 2013 – Aug. 29, 2019

- Performs database migration of the LATTs.
- Receiving all complaints from customer to be coordinated to foreman.
- Opening job cards and ordering parts request
- Preparing and sending quotations to customers.
- Processing of all purchase requisitions for LPO's & invoicing of job cards.
- Sorting and distributing incoming and outgoing post.
- Handling external and internal communication.
- Organizing, arranging and coordinating meetings.
- Responsible to petty cash purchases and should be capable for buying whenever required.
- Responsible for attendance of productive employees and all HR issues.
- Monitoring of punched hours of productive employees
- Manage phone calls and correspondence (e-mail, letters, packages etc.)

K" LINE LOGISTICS ( PHILIPPINES) INC.

IMPORT & EXPORT DOCUMENTATION STAFF

Sept. 26, 2012 – Aug. 23, 2013

- Managing documents in relation to customs clearance.
- Handles releasing and pick-up of documents in shipping line, payment of arrastre, demurrage and ocean freight
- Submit details to shipping line on time before cut-off and make sure load list, and ED is processed.
- Handles transferring of cargo vessel to warehouse, releasing and delivery to the customer.
- Supports day-to-day operations of import/export department specifically for documentations (invoices, B/L and packing list) and shipment monitoring.
- Arrange for transportation, warehousing, or product distribution of imported or exported products.

WALLEM PHILIPPINES SHIPPING INC.

TERMINAL CONTAINER CHECKER & COORDINATOR

January 13, 2012 – May 25, 2012

- Facilitate the processing of relevant documents of shipments.
- Prepare inward/outward manifest
- Monitor the preparation daily, weekly and monthly reports to be submitted on time.
- Ensure that container moves are updated real time in the system.
- Update vessel sailing schedule.
- Send thru mail list of all transshipment cargoes to port of destination.
- Operational back-up functions.

JJB INLAND LOGISTICS INC.

IMPORT & EXPORT DOCUMENTATION STAFF

Nov. 11, 2006 – Dec. 31, 2011

- Process all Philippine Economic Zone Authority (PEZA) forms.
- Segregation of PEZA forms for liquidation.
- Responsible in monitoring the loading & unloading of shipments for Import, Export & Local shipment
- Prepare and process import and export documentation according to customs regulations, laws or procedures.
- Pay or arrange for payment of taxes and duties for shipments.
- Monitor or trace the location of goods.
- Arranged with freight forwarders and trucking company pickup and delivery of merchandise through shipping instructions.

GRM INTERNATIONAL INC.

IMPORT & EXPORT DOCUMENTATION STAFF

May 26, 2004 – Oct. 6, 2006

- Handle full set export, local & import documents for shipment.
- Processing documents at Philippine Economic Zone Authority (PEZA) & Sea freight.
- Arranges documentation and proper endorsing of documents to truckers for cargo transfer.
- Coordinate the outbound movement on international
- Monitor or trace the location of goods.