

# SHE-LINA LOVINA

Female, 29 years old

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## JOB OBJECTIVES:

To find a job suit to my knowledge and ability, be able to work in a good working environment where I can be a good worker, willing to share ideas and learn new knowledge well as enhance by confidence and discipline.

## WORK EXPERIENCES:

### LOGISTIC COOR / ACCOUNTANT

Feb 2019 - Present

TRINITY GLOBAL DMCC  
CLUSTER I, DMCC UAE

- Handling Import / Export booking / Supplier to Buyer (FMCG)
- Arranging Sea or Ex work Transpo ( ED, in/out)
- Switching the BL to shipping line
- Applying **COO** from Dubai Chamber / **Export Health Certificate** from Dubai Municipality / **SASO** for Saudi Customer
- Tracking the shipment through BL and arrange the payment to Supplier Globally
- Entering those in/out payment from supplier and buyer to **TALLY ERP9**
- All related for documentations and accounts , I can manage

### CUSTOMER SERVICE EXECUTIVE (Temporary)

July 2018 – January 2019

NPLI SHIPPING L.L.C  
Baniyas Square, Deira, Dubai, UAE

- Handling Import / Export rates by giving the best rates / quotations to clients.
- Typing transit in / out, updating and entry to E-MIRSAL II Dubai Trade
- Directing to shipping lines and other NVOCC for the best rate sea or air and arranging loading and unloading
- Planning schedule the delivery of goods and cargos
- Taking records of inventory and restocking prepare letter & quotations
- Making track report of the goods loaded in container and transportation if needed

### ADMINISTRATION COUNSEL SECRETARY

October 2017 -June 2018

Smart Data Catalyst Network  
Lake Central, Business Bay, Dubai, UAE

**SECRETARY****March 2016 – August 2017**

Cargonet Services L.L.C  
P.O.Box : 381338, Near Alhana Centre,  
Mankhool Rd. Satwa Dubai U.A.E  
(04) 3266303 / +971555620435

- Keep diaries and arrange appointments
- Organize and store paperwork, documents and computer-based information
- Manage the maintenance, preparation and routing of purchase orders
- Prepare accurate bills of lading (BL) (ED)
- making Letter of Credit for bank transactions
- PEACH TREE Knowledge / using it in a daily basis
- Satisfy air bills in a timely manner (AWB)
- Communicate with van lines and airlines to ensure prompt pick-up and delivery of shipments
- Arrange same-day deliveries whenever possible
- Review purchase orders and shipment contents prior to releasing them from our facility
- Track and analyze mis-shipments to ensure they don't occur again
- Respond to customer inquiries and refer clients to the appropriate channels
- Ensure quality of all services and processes within the facility

**EDUCATIONAL ATTAINMENT:**

**COLLEGE:** Bachelor of Science Information System  
University of Rizal System – Binangonan Campus  
2009 - 2013

***I hereby certify that the above information's are true and correct to the best of my knowledge and belief.***