

VALENTIN T. CELO

Block 44 Lot 11 Fiesta Community Dapdap, Mabalacat City, Pampanga, Philippines |
+63-936-364-2428 | valentincelo214@gmail.com

PROFESSIONAL SUMMARY

Service-oriented Processor with background in Customs Import-Export Processing. Core competencies include hard work and service oriented as well excellent communication and time management skills. Handles task with accuracy and efficiency.

SKILLS

Customer and Personal Service

Driving

Ability to Make Decisions and Solve Problems

Experience

Custom's Representative

8/2011 to Present

Kintetsu World Express Philippines

- Prepare and process import and export documentation per customs regulations, laws, or procedures
- Request or compile necessary import documentation, such as customs invoices, certificates of origin and cargo-control documents.
- Monitoring arrival of Cargo Vessel.

Waiter

MAX's Restaurant

3/1999-6/2005

- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Check with customers to ensure that they are enjoying their meals and act to correct any problems.
- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.

EDUCATION

Bachelor of Science: Nursing
Metro Subic Colleges, Inc.

3/2009

Training/ Seminars Attended

First Aid Training 2/2020
KWE Head office Paranaque City

C-TPAT Compliance Training 5/2015
Texas Instruments Inc., Clark Freeport Zone

Quality Customer Services & Upgrading Dining Service Skill Seminar 2/2002
Max's Restaurant, Olongapo City

Healthcare Congress with the topic "BEHAVIORAL THERAPY" 9/2007
Olongapo Convention Center, Olongapo City

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Valentin T. Celso