

MIKHAELA SABRINA H. MENESES

CONTACT



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P-7 M. Rodriguez St. La Huerta
Parañaque City



OBJECTIVE

To be able to work in a career oriented and challenging environment that promotes personal growth, and uplifts professional developments.

EDUCATION

Tertiary

BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION

Lyceum of the Philippines
University – MANILA
Intramuros, Manila Philippines
June 2013 – June 2018

MY SKILLS

- Computer Literate
- Can work together as a team
- Can work under pressure
- Willing to take new challenges
- Being calm and cheerful when things go wrong
- Can listen and say information clearly when speaking or writing
- Self-management
- Willingness to learn
- Thinking skills (problem solving and decision making)

WORK EXPERIENCES

TSL CONTAINER LINES PHILIPPINES, INC

Export Customer Service Representative (freight)
11F Two Ecom Center Tower B, Bayshore Avenue,
Mall of Asia Complex, Pasay City
October 2023– March 2024

Primary Duty

- Act as support unit for export sales in performing customer service functions for export customers.
- Coordinate with documentation team with regard to sending of final shipping instructions.
- Attend to export customer phone or email queries with regard to rates, surcharges, schedules, etc.
- Monitor overstaying export containers and coordinating with POL counterparts and principal for long-staying cargoes.
- Maintain and update data files for export customer volume.

XIONWEI TECHNOLOGY CO. LTD INC.

Licensing Assistant
8th Floor Net One Center, BGC Taguig City
October 2019 – August 2023

Primary Duty

- Reporting to senior management and performing secretarial and administrative duties.
- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases, and keeping records.
- Liaising with internal departments, answering e-mails, and making travel arrangements.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Ordering office supplies and replacements, as well as managing mail and courier services.
- Observing best business practices and etiquette.

OOCL (PHILIPPINES) INC.

Virtual Documentation Center – Coordinator
11F Two Ecom Center Tower B, Bayshore
Avenue, Mall of Asia Complex, Pasay City
September 2018 – September 2019

Primary Duty

- Capture Shipping Instructions data, conduct coding and formatting of B/Ls from various regional offices.
- Conduct BL freighting and amendments in BL capturing modules.
- Capture shipment events and static allocations in online scheduling systems.
- Capture equipment events for operations modules.
- Comply with data integrity and security policies.
- Participate in the standardization and centralization of a global BL capturing process.
- Assist in seeking opportunities for automation for simpler shipping data capturing process.
- Create synergy for process standardization and simplification by utilizing shared rule guidelines across various regional offices.
- Provide feedback on system functionality and performance for continuous system improvements.

CHARACTER REFERENCE

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VDC COORDINATOR II (Assistant Team Leader)
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Compliance Officer
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MIKHAELA SABRINA H. MENESES

SIGNATURE OVER PRINTED NAME