Alexandre Gregorio

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Nationality: Spanish/Brazilian

Position: Customs Clearance Clerk

Personal Statement

- A flexible professional, who enjoys learning new skills quickly adapts to new tasks and is able to build positive relationships with clients and colleagues at all organizational levels;
- Working in a busy administrative environment in Swords since May 2017 completing around 100 Customs Clearances with knowledge in the release of Maritime, Air and road cargo;
- Ability to work under pressure, to prioritize clearances and own initiative;
- Excellent PC literacy/keyboard and attention to detail;
- Native Portuguese speaker with knowledge of English and Spanish.

Education & Training

Bachelor of Production Engineering (Dec 2016)
ESAMC – Engineering College - Santos/São Paulo/Brazil – Graduated

Employment

Toga International Logistics Ltd. Swords, Co. Dublin (May '17 – Present)
Customs Clearance Clerk Agent

- To provide an efficient Customs Clearance Service ensuring administration procedures are carried out in line with Revenue and customers standards;
- To ensure that all data sent to Revenue is fully accurate;
- To maintain accurate and comprehensive records;
- To ensure the Import System is updated with importers details and specific requests;
- To liaise with both internal and external customers and ensure all clearance queries and requests are resolved/followed through in a timely and effective manner;
- Knowledge of Lean Manufacturing tools;
- Knowledge in Thyme IT System.

Previous Employment

Caribbean Express Transport & Logistics – Santos/São Paulo/Brazil (Jul '11 – Dec '16)
Branch Manager

DCA Logistics - Santos/São Paulo/Brazil (Mar '99 – Jun '11)
Export Assistant

Hobbies & Interests

- To go out with my family;
- To play video games;
- Cooking.