

# Guylenn Joy Mimay

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## SUMMARY

An experienced professional in ocean import/export for freight shipping lines. Possess a strong understanding of international trade regulations and logistics operations. With expertise in managing freight movements, documentation, compliance, and skilled in utilizing various software applications and tools to streamline processes and improve efficiency.

## EXPERIENCE

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May 2022 -  
Present

### ***HAULISTIC USA LLC / NAPERVILLE, IL***

#### **Logistics Compliance Coordinator (Remote)**

- Update all domestic and international carriers, agents, vendors, and customers information.
- Set up new carriers as requested.
- Maintain proficiency in accurate data entry.
- Maintain all records and files.

Mar 2021 -  
Apr 2022

### ***ARDOVLM / QUEBEC, CA***

#### **Import Coordinator (Remote)**

- Clerical and data entry tasks.
- Extract data from the suppliers
- Track booking, shipment, and container details
- Report discrepancies

Jan 2021 -  
Jul 2021

### ***JONES LANG LASALLE (JLL) / MCKINLEY WEST, BONIFACIO GLOBAL CITY***

#### **Valuer Support Coordinator**

- Accurately entering job requests into TOTOM in a timely manner.
- Maintain WIP queue.
- Ensuring correct work processes are followed.

Jun 2017 -  
Jun 2020

### ***PANALPINA GBS / MOA COMPLEX, PASAY CITY***

#### **Process Expert (Canada Ocean Imports – DPOI)**

- Pulling of reports and Import File Opening.
- Processing of LCL/FCL & Intermodal.
- Track and Trace.
- Cargo Wise & SAP Data entry.
- Responsible for updating the ETA and ATA of the Vessel.
- Sending of report to the Team Lead.

#### **Process Expert (DFM Validation and Mail out (Accounts Payables and Receivables) Team)**

- Sending invoices to notify customers of their dues.
- To ensure all Account Receivables must be sent.
- To ensure submission of all charges and needed documents for payment.

Oct 2015 -  
Jun 2017

***MITSUMI O.S.K. LINES, LTD./NORTHGATE CYBERZONE, ALABANG MUNTINLUPA CITY***  
**Information Analyst (Europe & Transpacific Ocean Export)**

- Reviewing of Shippers Instruction and EDI.
- Processing of export files & printing of Bill of Lading
- Ensuring the correct routing of the vessel
- Updating the correct payment terms (Prepaid/Collect).
- Responsible for processing special shipment (Dangerous/Hazardous Goods).

Jan 2014 -  
Jan 2015

***FUJITSU PHILIPPINES /MAKATI CITY***  
**Billing Clerk**

- Review of all submitted BA (Billing Advice).
- Generation & printing of invoices. Direct coordination with Revenue Accountant & signatories.
- Turn-over of invoices & coordination with Collection Team.
- Storage of scanned copies & Accounting copies of invoices for file & audit purposes.

Oct 2011 -  
Jun 2012

***MATERIAL SOLUTIONS /MADRIGAL BUSINESS PARK, ALABANG MUNTINLUPA CITY***  
**Accounting Assistant**

- Prepares Expense Reports of all Sales Employees, filing, typing, payment of remittances, inventory, bank transactions, posting vouchers to MYOB (accounting system).
- Assist customer service (deliveries), prepare Purchase Orders, entertains phone calls, internet surfing as per instruction of National Sales Manager.

## **EDUCATION**

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Apr 2011

**Associate, Computer Technology**  
*UNIVERSITY OF THE CITY OF MUNTINLUPA/ MUNTINLUPA, PH.*

## **SKILLS**

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Critical Thinking • Time Management • Team Coordination • Performance Improvement • Document Management • Decision-Making

## **Professional References**

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- Mel Miranda III, Senior Process Executive, Panalpina GBS
- Jesse James Andrada, Super User Control Tower, Panalpina GBS