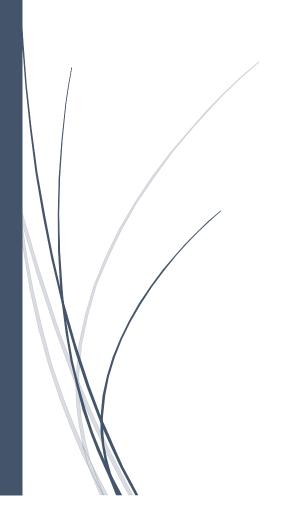
RESUME

NADIA LYANN ALI



Nadia Lyann Ali

154 ST.CROIX ROAD PRINCES TOWN

OBJECTIVES

Highly effective Professional Customs Clerk, emphasizing innovation and creativity in solving complex problems. Energetic and results-focused with success in developing and leading my team to achieve outstanding results.

PERSONAL DATA

 ♣ Date of Birth
 - 22ND November,1982

🖶 Marital Status 🔀 - Married

 ♣ Children
 - One

♣ Nationality - Trinidadian

♣ Contact Number - 291-8675 / 347-6741

 ♣ E-mail address
 - nadialyann@gmail.com

SKILLS

L Excellent customer relations

4 Strong Personality

EDUCATION

 ♣ Pleasantville Junior Secondary
 1995-1996

 ♣ Powershamer Service Community
 1006-9000

♣ Barrack pore Senior Comprehensive 1996-2000

SUMMARY OF QUALIFACTIONS

English Language 111

Social Studies 11

Principles of Accounts 11

Principles of Business 11

History 111

Geography 111

Microsoft Office/Certificates In

Introduction to Computers

Certificate in Business Etiquette and Protocol Course

Training in the Dale Carnegie/Certificate In

Effective Communication and Human Relations

PROFESSIONAL EXPERIENCE

Cusbrocon Services Limited 2001-2002

CUSTOMS CLERK

- 1. To lodge entries at customs.
- 2. The processing of entries to be lodged at customs.
- 3. Filling of documents.

Expediters Services Limited 2002-2014

SHIPMENT CO-ORDINATOR/SUPERVISOR

- 1. To ensure that all deliveries are taken before sending customs assess documents to clear.
- 2. To inform clients on the time of cargo delivery.
- 3. To ensure rent, handling, LAC and freight charges prepared by client/ESL before sending documents to clear.
- 4. Attached check list to all delivery notes.
- 5. Submit monthly reports to client.
- 6. Ensure that cleared shipment is not on report for the following day.
- 7. To check on outstanding shipments.
- 8. To ensure that overtime shipments be cleared the same day.
 - 1. Organized approved BOS/Entry
 - 2. Original delivery

- 3. Transportation
- 4. Rent if any
- 5. Customs Overtime
- 6. If any delays inform the customer

PROFESSIONAL EXPERIENCE

Nationwide Customs Brokerage Services Limited 2014-2016

ASSISTANT MANAGER

- 1. To coordinate with clients on the time of delivery of shipment.
- 2. Coordinate with the agents on estimate time of arrival of vessel/air freight.
- 3. Follow up on delivery, rent, handling charges and demurrage of shipments.
- 4. Enter imports and exports documents where necessary.
- 5. Enter receipts, handling charges and submit to account
- 6. Request petty cash from accounts.
- 7. Follow up with email and assist manager with certain issues.
- 8. Trucker releasing shipment in the NAVIS system.

PROFESSIONAL EXPERIENCE

Qualified Driver (Class three vehicle)

M.ALI CUSTOMS BROKERGAE SERVICE

1. To input entries in the Ace and Asycuda System.
2) Answering of the phone/other administrative issues.
HOBBIES
Reading, corresponding with people
EVTDA CIDDCIII AM

2017-PRESENTLY

REFRENCES

Rasheeda Ali Tracmac Enerineering Uriah Butler Hwy, Chaguanas. 665-5555 Ext.316

Shamir Khan Managing Director FAZ Construction Ltd 366-2471, 355-8510