



RESUME

NADIA LYANN ALI

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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	-	22 ND November,1982
 Marital Status	-	Married
 Children	-	One
 Nationality	-	Trinidadian
 Contact Number	-	291-8675 / 347-6741
 E-mail address	-	nadialyann@gmail.com

SKILLS

-  Excellent customer relations
-  Strong Personality

EDUCATION

 Pleasantville Junior Secondary	1995-1996
 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.

Expeditors 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

M.ALI CUSTOMS BROKERGAE SERVICE

2017-PRESENTLY

1. To input entries in the Ace and Asycuda System.
- 2) Answering of the phone/other administrative issues.

HOBBIES

Reading, corresponding with people

EXTRA CIRRCULAM

Qualified Driver (Class three vehicle)

REFERENCES

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

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