James Dominic S. Liao

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PROFILE

I am a graduate of Business Administration major in Export Management from De La Salle – College of Saint Benilde. Knowledgeable in logistical processes, administrative tasks, and basic accounting. I am eager to apply my knowledge in a professional setting and continuously develop my skills. I am highly motivated, adaptable, and excited to contribute to a dynamic organization.

WORK EXPERIENCE

05/2022 – 08/2022   **ATG SEALANDAIR FREIGHT FORWARDING COMPANY**

Intern (Documentation Staff)
- Assisted in preparing import and export documents, ensuring compliance with regulatory requirements, which improved document accuracy and reduced processing delays
- Computed tariffs, VAT, and duties for clients, contributing to accurate cost calculations and enhancing client satisfaction with transparent pricing
- Encoded documents on the Bureau of Customs (BOC) portal for timely processing, which expedited customs clearance and improved shipment timelines
- Submitted requests for inspections and processed shipping line documents to ensure smooth logistics operations, resulting in fewer shipment delays and improved operational efficiency

01/2018– 03/2018   **MARTHA'S HOME**

Intern (Clerk Staff)
- Managed company resources efficiently to support daily operations, ensuring smooth workflow and resource availability
- Assisted with basic accounting and financial allocations, contributing to effective budgetary control and financial accuracy
- Learned and applied administrative and clerical tasks, such as document editing and proofreading, which enhanced overall team efficiency and productivity

EDUCATIONAL BACKGROUND

08/2018 – 08/2022   **DE LA SALLE – COLLEGE OF SAINT BENILDE**
Bachelor of Science in Business Administration major in Export Management

LANGUAGE FLUENCY

FILIPINO
Primary and Native Language

ENGLISH
Secondary Language

Character Reference upon request.