

# REGIE DE VILLA TADEJA

**Mobile:**

0912-824-9796

**Email address:**

[regiedevilla15@gmail.com](mailto:regiedevilla15@gmail.com)

**Address:**

Primavera Phase II, Darasa Tanauan City,  
Batangas

**Birth date:**

September 7, 1994

**Educational Attainment:****TERTIARY (COLLEGE)**

2011-2015

*Bachelor of Science*

*in Customs Administration*

Batangas State University

**SECONDARY (HIGHSCHOOL)**

2007-2011

*Wenceslao Trinidad Memorial*

*National High School*

Poblacion 1, Laurel, Batangas

**PRIMARY (ELEMENTARY)**

2000-2007

*Ticub Elementary School*

Ticub Laurel, Batangas

**ORGANIZATIONAL AFFILIATIONS:****2015 - Present**

**Chamber of Customs Brokers Inc.**

Room 106, Port of Manila Bldg

Port Area, Manila

**CAREER OBJECTIVE**

I am looking for a suitable job and an opportunity where I could practice my knowledge and develop my personality as a career person while utilizing my skills and bringing out the best of my potentials for the glory of God and for the benefit of my employer, the community and myself in preparations for the future advancement to the top management.

**ASSETS AND CAPABILITIES**

- ✓ Self-motivated and result oriented.
- ✓ With good inter-personal and communication skills
- ✓ With a positive working attitude, analytical and organized.
- ✓ Computer literate
- ✓ Flexible and hardworking
- ✓ Knowledgeable in Customs regulations and Tariff classification

**LICENSE****Customs Brokers Licensing (2015)****EXPERIENCE****Logistics Assistant**

**(November 2019 - Present)**

**Crimson Group Inc.**

***Duties and Responsibilities:***

- ✓ Coordination of shipping arrangements from suppliers to end-users
- ✓ Checking necessary documents for customs clearance
- ✓ Coordinate with the Customs Brokerage for shipment documentation and transactions with the Bureau of Customs and other Government Regulatory Agencies.
- ✓ Verifying duties and taxes of shipments for import entry
- ✓ Requesting rates for shipping and releasing from forwarders & brokers
- ✓ Coordination of deliveries with respective warehouses
- ✓ Checking billing of the service providers and liquidation of charges
- ✓ Filing of necessary documents
- ✓ Communicating with the respective agencies for permits needed for the shipments. (DENR & DTI)
- ✓ Handles all the importation of CGI
- ✓ Attends all inquiries, schedules, complaints, and other related concerns regarding CGI import shipments.
- ✓ Training and supervising logistics staff on import and local logistics

**Customer Service Specialist/ In-plant Assistant in JTI – AMC**

**(JTI Asia Manufacturing Corp.)**

**(May 2018 – November 2019)**

**Yusen Logistics Philippines, Inc.**

Amvel Business Park, Barangay San Dionisio,

Sucat Road, Paranaque City, Philippines

***Duties and Responsibilities:***

- ✓ Handles daily customer transactions and ensures that their service requirements are met and properly coordinated to concerned department and/or direct carriers when necessary.
- ✓ Communicates with the concerned sections of YLPH about the issues and concerns of the client.

### **SEMINARS ATTENDED**

***"Seminar on the updates on Supply Chain Management, Incoterms 2020 and Excise Tax, Post Clearance Audit"*** August 5, 2023

***"Revenue Regulation 07-2022 (Rules & Regulation implementing the Provision of Republic Act No. 11346 and 11467, Relative to the Excise Tax on Alcohol products, Tobacco products, Heated Tobacco Products, Vapor Products and Disposition of excise tax collection and ASEAN Harmonized Tariff Nomenclature (AHTN) 2022"*** August 31, 2022

***"Management Economics Discussion 2022: Role of Managerial Decision Making Amid Government Regulation & Intervention"*** August 7, 2022

***"Penalties on Lifting of Implied Abandonment"*** September 25, 2021

***"Be the Better You: Intentional Transformation Webinar"*** July 11, 2021

***"CTRL+BIZ Logistics Edition: Session7: Advanced and Sustainable Supply Chain Management"*** November 26-27, 2020

***"CTRL+BIZ Logistics Edition: Session 6: Transport Management and Cargo Handling Strategies"*** November 19-20, 2020

***"Fundamentals of Logistics"*** June 27, 2020

***"Supply Chain and Customs Clearance Process"*** November 23, 2019

***"Delighting Your Customers Workshop"*** September 12 & 26, 2019

***"Freight Trends and Logistics for Customs Brokers (Supply Chain 102)"*** July 27, 2019

### **CHARACTER REFERENCE**

**MS. MARICEL JAVIER**  
CSR Assistant Manager  
HMM PHILS CO INC  
0923-657-8991 (Smart)

**MR. JOE GUEVARRA**  
Logistics Associate  
JTI - AMC  
0917-808-8841 (Globe)

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

**REGIE D. TADEJA**

- ✓ Prepares documents for shipments' processing at BOC, shipping lines and other concerned agencies.
- ✓ Monitors shipments' daily status
- ✓ Communicates with the carriers/forwarders if there are any rate/free time condition disputes.
- ✓ Prepares RGI process requirements and monitors the status.
- ✓ Files documents for client's reference
- ✓ Attends all client inquiries, complaints, and other related concerns.

### **Marketing Assistant**

**(July 2016 – May 2018)**

**HYUNDAI MERCHANT MARINE (PHILS.) CO. INC.**

Unit 2, 6th Floor, FLY ACE CORPORATE CENTER

13 Coral Way Central Business Park , Pasay City, 1308 Metro Manila

#### ***Duties and Responsibilities:***

- ✓ Handles incoming telephone calls for Sales & Marketing department.
- ✓ Files and monitors rates through system
- ✓ Amends service contracts
- ✓ Communicates w/ principals for the mother vessels' space availability and services' routings.
- ✓ Receives export bookings bound to TP, LA & EU
- ✓ Assists and supports the Sales and Marketing team with marketing activities.
- ✓ Sends cargo loading details in all services.
- ✓ Assigns containers and seals for EU shipments.
- ✓ Updates monthly schedules for all shipping services
- ✓ Sends service contract amendments for each local S/C holder.
- ✓ Attends all client freight inquiries, schedules, complaints, and other related concerns.
- ✓ Attends Principal's inquiries, reports, and other related concerns.

#### **Awards Received:**

##### **Complete Attendance Awardee**

- **2016 3<sup>rd</sup> Quarter**
- **2016 4<sup>th</sup> Quarter**
- **2017 1<sup>st</sup> Quarter**

### **Customer Service Representative**

**(January 2016 -July 2016)**

**ECOTECHPHIL CORPORATION**

Unit 602-B, ITC Building,

#337 Sen. Gil Puyat Avenue, Bel-Air 2,

Makati City, Philippines

#### ***Duties and Responsibilities:***

- ✓ Handles incoming telephone calls.
- ✓ Sending pre-alert email to clients for their incoming shipments and informing them about the latest status.
- ✓ Drafts and sends sea manifest.
- ✓ Creates import permits through eTrade and Intercomers
- ✓ Monitor shipment status through MICT track and trace system and updates from shipping line.
- ✓ Prepares container guaranty and delivery order.
- ✓ Monitors pull out of empty containers and delivery of loaded containers for both import and export.
- ✓ Attends all client freight inquiries, complaints, and other related concerns.