VENJO VILLANUEVA
CERTIFIED INTERNATIONAL FORWARDER

CONTACT

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EDUCATION

ASIAN INSTITUTE OF COMPUTER STUDIES

- Associate in computer science

SKILLS

- Microsoft Application
- Strong leadership
- Excellent analytical abilities
- Proficient in Project Management
- CW1 Expertise
- Teamwork
- Time Management
- Effective Communication

LANGUAGES

- English (Fluent)

PROFILE

Resourceful and able to handle diverse job requirements and meet company goals. Consistently looks for ways to improve operations and personal contributions to increase team success against challenging performance targets. Resolves problems tactfully, keeping employees and customers satisfied with fast, accurate deliveries.

Overseas operations to meet continuous customer needs. Well-coordinated and decisive leader with expertise in program management, team building and performance optimization. Solid history of success in developing and maintaining best practices for successful high-volume fulfillment and supply chain management.

WORK EXPERIENCE

DHL Global Forwarding - **GSC Manila**   2023 - 2024

Team Leader - AFR POST FLIGHT
- Leading teams with 23 members for Global Post Flight
- Delegates tasks and monitor team performance and report on metrics
- Discover training needs and provide coaching
- Set clear team goals and oversee day-to-day operation

DHL Global Forwarding - **GSC Manila**   2018 - 2023

Team Leader - OFR EUROPE / EMEA
- Leading teams with 17 members for OFR ES, IT, PT, UK, BE, EG, TR
- Delegates tasks and monitor team performance and report on metrics
- Discover training needs and provide coaching
- Set clear team goals and oversee day-to-day operation

DHL Global Forwarding - **GSC Manila**   2016 - 2018

Senior Process Associate / Process Expert / Trainer
- Process and product training for newly-hire / new members
- Assist BPM for transition projects
- Managing center SOPs, work instructions and training materials

DHL Global Forwarding - **GSC Manila**   2013 - 2016

Process Associate - OFR BR / ES
- Export – Manage multiple services and provide support to ensure the smooth functioning of Ocean Freight Export from within country to another country.
- Import – Service to ensure smooth movement of shipments into the company.
- MNGW – Process to facilitate the flow of shipments via multinational gateways to ensure that the shipment cycle is completed in the most efficient manner.

- Perform, create Export shipments.
- Stratify and save documents using correct document type in the RPA drive.
- Perform, create Export consol shipment. Export/Import Transport booking - Update/validate the Export Broker, Transport Company, CFS and Pick-up agent etc. Print Cartage Advice and send it to Transporter.
- Sending shipping instruction – Check all mandatory points in shipment before sending to carrier.
- Export security filling – check all mandatory data points in Shipment and Consol. Trigger the security filling and monitor the status.
- Export/ Import Invoice Preparation – Charge in scope for manual entry. Auto rate/manual enters cost and/or revenue charges in Consol/Shipment/Brokerage files.
- Export/Import Carrier rate of exchange – Updating the vessel ROE for all shipment and consol.
- Export/Import Create brokerage declaration shipment. Update the declaration tab, main supplier as per document received.
- Draft MBL verification – Prepare Bill of Lading, Identified DBL to be verified, validate the DBL against Carrier Booking.
- Milestone tracking and update – Overseas of loading and unloading of goods. Export/Import Quick Booking – create quick booking for consignee controlled.
- Inbound consol/shipment handling – Send arrival notice, updated import broker and billing tab. Import Customer/Broker notification – validate and update information as per the carrier arrival notice.
- Send arrival notice to Broker/customer and update milestone. MNGW Sailing schedule preparation – visit carrier website and update origin and destination in the excel sheet.
- Routing Validation – track-trace & validate/update consol routing tab for missing dates and/or transport leg information. Container Booking and rebooking.

Global Distribution Services (Subic), INC., PH   2009 - 2011

Checker / Office Staff

- Ensuring cargo has been loaded and unloaded safely and accurately from the trucks
- Inspecting cargo damages or defects, count and classify items, and report any discrepancies.
- Billing cargo shipment based on Tarifa whichever is higher volume vs metric ton.

Global Distribution Services (Subic), INC., PH   2007 - 2009

Arrastre/Stevedore

- Operation of receiving, conveying, and loading or unloading merchandise on piers or wharves
- Load and unload cargo from ships.
- Loaded approximately Numbers boxes each Time into trucks.
- Lifting heavy equipment into trucks.
- Compared shipments received with purchase orders to cross-reference goods ordered with goods received.
- Checked packages and merchandise for damage and notified vendors.

ACHIEVEMENTS

- Cargo Wise Certified Professional - 2019
- CIF (Certified International Forwarder) Training – 2019
- COF (Certified Ocean Freight Forwarder) Training - 2022
- Certified Freight Manager Completion
- Special Award 2019
- Top 1 Leader 2019
- OFR Best Team Leader
- Monthly Review Meeting Sponsorship Completion
- Project Management Crash course completion 2020
- Occupational first aid and basic life support-CPR with AED training completion
- AFR Best Team 2024

REFERENCE

Johanna Eiman

Global Project Manager IRR

DHL Global Forwarding

Bonn, Germany

Michelle Castro

Business Process Manager

DHL Global Forwarding – GSC

Manila