



PAUL JOHN HERNANDEZ

FIELD SUPERVISOR

PROFESSIONAL SUMMARY

Dynamic Field Supervisor with 9+ Years at Romeo G. Gabriel Customs Brokerage | Project Management & Customer Service Expert | Eager to Bring Top-Tier Skills to Your Team.

WORK EXPERIENCE

Field Supervisor

Romeo G Gabriel Customers Brokerage

October 2019 - Present

- Liaise between key external stakeholders (forwarders, customs, ports, shipping lines, government agency), internal logistics arm, and customers to provide efficient and fast services and updates.
- Provide and proofread shipping documents (Bill of Ladings, Form E, Packing List, Invoices, etc.) with customs and clients, ensuring accuracy of details and allowing zero room for errors.
- Submitting shipping documents to customs or brokers for customs processing.
- Maintain accurate and proper documentation of shipment details in freight system.
- Assist in computation, filing, and payment of Bureau of Customs duties and taxes.
- Expedite release of shipments by following up and coordinating with stakeholders responsible for customs processing and monitor shipment departure, arrival, and clearance statuses to ensure prompt release of shipment
- Coordinate customs clearance status with logistics arm to ensure proper communication of information and timely delivery of each shipment.
- Inform logistics arm and clients when a potential demurrage or detention event could occur.
- Prepare and submit accurate daily/monthly reports required by management and customers

Customs Processor

Romeo G Gabriel Customers Brokerage

2017 - 2019

- Responsible for filing Manual entries at the Bureau of Customs.
- Processing of release of Import Cargo from Warehouses.
- Act for Physical Examination at the warehouses on behalf of Broker.
- Banking Forwarder & shipping line charges.
- Shipment Original Bill of Lading Endorsement to shipping line & Forwarder.

CONTACT

📞 +971552072766

✉️ pauljohernanz@gmail.com

📍 Sultan Bin Ali Al Owais Real Estate (LLC) - Afra Masjid Building, Al Rigga

SKILLS

- Project Management
- Customer Service
- Time Management
- Critical Thinking
- Flexibility
- Interpersonal Communication

REFERENCE

Charmaine Martinez

📞 +639155837049

✉️ charmaine.martinez06@gmail.com

Gino Cruz

Operations Manager

📞 +639176455734

✉️ gino.rogliocruz@gmail.com

- Addressing Manual task for Customs Concerned.
- Picked up Original Documents from Clients.
- Picked up Original OR'S from shipping line, Forwarder, Philippine Port of authority.
- Monitor Truck arrival to consignee and reported to Import Coordinator

Messenger on Field

Romeo G Gabriel Customers Brokerage	2015 - 2017
-------------------------------------	-------------

Banquet

On-the-job (OJT) training
The Bellevue Manila

EDUCATIONAL BACKGROUND

Centro Escolar University of the Philippines

Bachelor of Science in Business Administration major in Hotel Restaurant & Management

St. James College of Parañaque

Secondary School	2003-2007
------------------	-----------

St. James College of Parañaque

Primary School	1997-2003
----------------	-----------

PERSONAL INFORMATION

Birthdate: 21 January 1991
Nationality : Filipino
Marital Status : Single
