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Al barsha 2, Dubai, UAE

Crystal Kelly P. Aclan

CAREER OBJECTIVES

To maximize my potential in your dynamic workplace by utilizing my knowledge and skills to meet personal and organizational growth.

SKILLS

- Knowledgeable in logistics, supply chain and customs clearance procedures
- Following Instructions and Procedures
- Commendable problem-solving and communication skills
- Good Technical Computer Skills (Microsoft Office Applications)
- Good time management
- Able to perform clerical and administrative works such as filing, encoding, liquidation etc.
- Capacity to multitask
- Analytical thinking
- Organization and strong attention to detail
- Business knowledge
- Critical Thinking Skills
- Time Management

EDUCATIONAL BACKGROUND

Philippine Regulation Commission License

Professional Regulatory Board for Customs Broker
Customs Broker Licensure Examination Passer
November 2023

TERTIARY

Bachelor of Science in Customs Administration

Batangas State University - TNEU (Pablo Borbon)
12 Rizal Ave Poblacion, Batangas City, 4200 Philippines
2019 - 2023

SECONDARY (SENIOR HIGH)

Accountancy, Business and Management

First Asia Institute of Technology and Humanities
Pres JP Tanauan City, Batangas, Philippines
2017-2019

WORK EXPERIENCE

LOGISTICS ASSOCIATE

FXD Logistics Inc.
Manila, Philippines
July 2023 - January 2024

IMPORT & EXPORT OFFICER

Gaolin Technology Philippines Opc
Malvar, Batangas, Philippines
January 2024 - January 2025

JOB RESPONSIBILITIES

- Responsible on the inbound and outbound transaction of all the shipments and transportation.
- Manage data for international and local shipment, transportation and local and international ports management and provide support for the various steps of the mobilization procedure.
- Coordinate import/export shipment activities, including customs clearance and documentation.
- Monitor and analyze import/export data to identify compliance issues.
- Handles keeping accurate records of inventory and deliveries.
- Create reports, invoices and other documentation.

PERSONAL DETAILS

Birthdate: June 8, 2001

Birthplace: Socorro, Oriental Mindoro

Age: 23 years old

Sex: Female

Civil Status: Single

Nationality: Filipino

Languange Spoken: English & Filipino

Sworn and declared that all information stated above is true and correct.

CRYSTAL KELLY P. ACLAN
Applicant