



MARY JOICE PENDON

Al Karama Dubai, UAE

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OBJECTIVE

I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me to gain additional skills and experience. To find a challenging career in an esteemed organization so that I may grow professionally.

WORK EXPERIENCE

Asian Dellker Group / Saif Ali General Trading

December 07,2022 – December 11, 2024

Ras Alkhor 1, Dubai, UAE

Customs Clearance and Operations Executive:

CUSTOMS CLEARANCE:

- Preparing and processing import and export documentation according to Customs rules and regulations, laws, or procedures.
- Well versed in MIRSAL-II
- Custom clearing – Import/Export/Fz-Tz (In and Out)
- Handling custom related documents Air/Sea/Land (Mirsal I&II)
- Files papers with Customs Service and arranges for payment of duties.

OPERATIONS EXECUTIVE:

- Opening and creating booking in FMS and Cargoplus system.
- Updating the customers for the ETA
- Communicating with the shipping line regarding the ETA and ETD of the shipment.
- Communicating with our head office in China for any inquiries and updates.
- Making manual D.O or delivery note for delivery, arrange delivery with the transpoters and laborers.

Hikaru Shipping Line / Sea Sand Shipping LLC
December 13, 2020 – October 07, 2022
Hamriya Port, Dubai, UAE

Import & Export: Operation and Documentation Executive:

EXPORT DOCUMENTATION:

- ⊕ Opening and creating booking in Cargo Wise and Solvermind system
- ⊕ Issuing CRO manually for our Yard team and from Dubai Trade
- ⊕ Coordinating with the Transport Dept. and Clearance Dept.
- ⊕ Follow up customers for Load List, Shipping Instructions and BOE
- ⊕ Issuance for BL Draft to customers for any revised and confirmation.
- ⊕ Issue confirmed BL and send the manual manifest to POD, and upload in Dubai Trade system thru Solvermind system.
- ⊕ Updating the Customer for ETA / ETD
- ⊕ Releasing OBL / SEAWAY BILL or TELEX if require for the customers.

IMPORT DOCUMENTATION:

- ⊕ Follow up and receiving manifest from POL
- ⊕ Opening Jobs from Cargowise and Solvermind System
- ⊕ Send Arrival Notice and Issue Delivery Order manually for Hamriyah and from Dubai Trade system
- ⊕ Inform and follow up Hamriyah Yard for DO release, return and deposit
- ⊕ Collecting original documents and send to Yard for any DM approval
- ⊕ Updating customers for ETD and ETA.
- ⊕

Arabital Shipping LLC (AAS Shippng LLC)
Freight Forwarding Company
June 2010 – April 2018
Dubai UAE

Sea and Air Customs Clearance:

- ⊕ Well versed in MIRSAL-II
- ⊕ Custom clearing – Import/Export/Fz-Tz (In and Out)
- ⊕ Handling custom related documents Air/Sea/Land (Mirsal I&II)
- ⊕ Files papers with Customs Service and arranges for payment of duties.
- ⊕ Preparing and processing import and export documentation according to customs rules and regulations, laws, or procedures.

Operations Assistant -

- ⊕ Close monitoring of customers shipping instruction for timely update.
- ⊕ Advice customers for the incoming shipments Communicate with the agent and consignee.
- ⊕ Assist in Invoicing, follow up payment.

Receptionist -

- ⊕ Taking clear messages and passing these promptly to the appropriate member of the team using judgment of urgency.
- ⊕ Receive and assist clients and escort them to correct destinations; offices, rooms or meeting rooms.
- ⊕ Performed general secretarial duties, including – meeting scheduling, appointment set-up, faxing and mailing.
- ⊕ Make sure the provision of day to day supplies to colleagues as and when necessary.
- ⊕ Assist import department for updating import manifest in the system.
- ⊕ Creates database of client's information.
- ⊕ Maintain schedules and follow ups

A Brown Company, Inc. Real Estate Company

Admin Assistant

February 2008 – January 2009 - Philippines

St. Anthony's Emission Testing Center

Encoder and Cashier -

August 2005 – January 2007

Philippines

Epacific Contact Global Center

Call Center Agent

Ortigas Center, Pasig City

Philippines

PERSONAL DATA

Date of Birth: December 04, 1983

Civil Status: Single

OTHER SKILLS

Data Encoding 40-50 wpm with MS Office Application

PROFESSIONAL EFFICIENCY

- Extensive knowledge on different subjects required to work upon.
- Fastest speed with remarkable accuracy.
- Efficient in accomplishing the assigned projects on time.
- Imperious in handling the associates.

EDUCATIONAL BACKGROUND

Systems Technology Institute
3rd floor Roublou Bld. Ortigas Ext. Cainta, Rizal
Associate in Office Management
2002-2004 - Philippines

REFERENCES to follow upon request

MARY JOICE PENDON