



MARIA JUDY VALMORES

LICENSED CUSTOMS BROKER

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OBJECTIVES

My objective is to apply and explore opportunities in various professional fields internationally, where I can leverage my knowledge and skills to excel in a role while significantly contributing to the success of my employer.

ACADEMIC BACKGROUND

UNIVERSITY OF CEBU-MAIN CAMPUS

S.Y. 2018 - 2022

BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION

LICENSED & CERTIFICATE

LICENSED CUSTOMS BROKER

PRC NO. 0013495

DATE ISSUED: JANUARY 03, 2023

CARGOWISE CERTIFIED OPERATOR

CERTIFICATE NO. 69841

STUDENT NO. WT05865

DATE ISSUED: MAY 29, 2023

CAREER HISTORY

LOGISTICS COORDINATOR AIR & SEA IMPORT

2023 -2025

ALL TRANSPORT NETWORK, INC.

UNIT 5, JABBE PROPERTIES, MARCIANO

QUEZON ST., ALANG-ALANG, MANDAUE CITY,

CEBU, PHILIPPINES 6014

DUTIES & RESPONSIBILITIES

SEA IMPORT

In charge of coordinating with related departments to make sure shipments are transported without delay and on time. forecasting, reporting, and maintaining awareness of all delivery schedules and factors affecting delivery effectiveness are all part of the job.

- Responsible in the overall operational task – ensuring appropriate documented procedures are followed to satisfy internal and external clients.
- Notifies internal and external clients regularly on the status of their shipment.
- Checks agent's invoices and trucker's billing and endorse approval thru ERP.
- Maintains close coordination and develops rapport with clients and carriers.

AIR IMPORT

Air Import Coordinator is responsible for ensuring seamless air freight operations. This will involve coordinating closely with carriers, managing the import of goods, and guaranteeing adherence to legislative and regulatory requirements. We require an individual who can prioritize and manage multiple tasks efficiently, with a sharp focus on accuracy and timeliness.

- Manage and oversee air freight import transactions, ensuring compliance with international trade laws and regulations.
- Establish and maintain strong relationships with carriers, overseeing schedules, routes, and costs.
- Liaise regularly with clients, providing ongoing communication and updates.
- Resolve potential issues that may arise during the import process.
- Prepare and process documentation, including invoices, packing lists, and customs forms.
- Monitor freight movements, ensuring safe and timely delivery of goods.

EXPERTIES

- Computer Literate
- Organizational Skills
- Documentation
- Time-Management Skills
- Customer Service Skills
- Proficient in Microsoft office.
- Verbal and written communication skills
- Maintaining effective working relationships with colleagues
- Keen to details
- Strictly following office and company policies and procedures

PERSONAL INFORMATION

- Gender : Female
- Age: 25 years old
- Nationality : Filipino
- Civil Status : Single
- Visa Status : Visit Visa

WORK REFERENCES

CHARLOTTE V. GEBILAGUIN

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AI SAFFAR INTERIOR DECORATION LLC
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