



# 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.

## 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.rogeliocruz@gmail.com

## 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.

- 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