

# ALLIAH C. ABSALON

LICENSED CUSTOMS BROKER



## PROFILE

Licensed Customs Broker with experience in customs processes, international shipping documents, trade compliance, and logistics operations. Proven ability to handle high-volume data with precision. Known for being organized, dependable, and adaptable in fast-paced environments; reliable, detail-oriented, and committed to efficient and compliant supply chain operations.

## CAREER PROGRESSION

### ACCOUNT RECEIVABLE | Virtual Assistant MH Logistics (U.S.-based Freight Forwarding & Customs Brokerage) February 2025 – September 2025

- Cleared a backlog of 500+ invoices, covering key charges such as customs duties, outlays, trucking, terminal fees, storage, demurrage, exams, and USDA processing.
- Approves cost-related payments and cross-checks invoice details against shipment files and vendor records, ensuring accuracy and alignment with internal controls
- Performs monthly bank reconciliations, assisting with financial audits and internal reporting

### DATA PROCESSING SPECIALIST Maugle Data Processing Center January 2025 – September 2025

- Processed freight, customs and accounting data accurately and efficiently
- Posted and reconciled accounting transactions on time
- Coordinated request across freight, customs, and accounting department
- Reviewed and updated SOPs to reflect approved process changes.

### EXPORT DOCUMENTATION COORDINATOR Orient Overseas Container Line (OOCL) July 2022 – December 2024

- Handled 20–30 export Bills of Lading (B/Ls) daily for North and Latin America, ensuring accuracy in shipping instructions and timely document release
- Computed and verified freight charges based on customer contracts, tariffs, and INCOTERMS
- Executed B/L amendments, freighting, and ensured routing compliance with customs, port, and carrier requirements
- Conducted refresher training for the North America documentation team (PH-based) on newly implemented customs standards and rules of destination countries

## CERTIFICATIONS

- **CUSTOMS BROKER LICENSURE EXAMINATION (CBLE)**  
PASSED 2023 | PROFESSIONAL REGULATIONS COMMISSION

## AFFILIATIONS

- **MEMBER, PHILIPPINE CHAMBER OF CUSTOMS BROKERS INC. (PCCBI)** | 2023–PRESENT
- Participated in the 32nd PCCBI National Convention

## SKILLS

### TECHNICAL

- Shipping Documentation & B/L Processing
- VASP Systems (E-Konek, Experient)
- OOCL Systems (CargoSmart, IRIS-2, and GMS)
- HTS Code Classification Incoterms Application
- MS Excel & Data Tools

### FINANCIAL

- Accounts Receivable Management
- Invoice Generation & Payment Approval
- Freight, Duties & Tax Computation
- Bank Reconciliation

### OPERATIONAL

- International & Local Customs Regulations
- Trade & Customs Compliance
- Export Coordination (North & Latin America)
- Process Streamlining & Team Collaboration

## EDUCATION

### BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION

Westmead International School, Batangas City,  
Philippines

2018 – 2022

- **President**, Philippine Society of Customs Administration Students- WIS Chapter (SY 2020–2021)  
**Leadership Excellence Awardee**  
**Excellence Award – WIS Chapter**  
*Awarded at 11th PSCAS National Convention*
- **Participant**, Dr. Arnold N. Ditan Tariff and Customs Quiz Bowl  
*PSCAS- Lyceum of the Philippines University*

## CONTACT

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Available to Join Immediately