

## **Lilibeth Castulo Pasamonte**

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### **Career Objective**

Aspiring to be a part of dynamic & fast-growing organization having motivational work environment and looking for a challenging assignment that will foster my career advancement and long-term relationship in an organization where my education, experience and talent could make significant contribution towards organizational objectives.

### **Career Profile**

Experienced customer service professional bringing 12 years of coordinating shipments, collaborating with freight carriers, and managing customer needs. Individual adept in overseeing distribution of goods and services to drive timely delivery. Experienced in implementing cost-effective shipping solutions and tracking progress of shipments. Possesses a comprehensive understanding of supply chain operations. Observant Logistics Coordinator with proven ability to coordinate and manage transportation of goods and materials. Skilled in organizing and executing international and domestic shipments to support timely delivery. Willingness to take on added responsibilities to meet team goals. Ready to help team achieve company goals.

### **Academic Background:**

**Professional Licensed Forester (2002), Bachelor of Science in Forestry, Philippines.**

### **Professional Experience**

#### **Office Inspirations Décor and Furniture Trading LLC, Dubai Media City**

Position: Logistics Coordinator

July 16, 2014, to present.

### **Scope of Work:**

- Provide freight cost required by the sales team/pricing team.
- Coordinate with the freight forwarder for Import and Export shipments.
- Monitor inbound and outbound freight operations to establish timely delivery of packages.
- Generate documentation and information required for customer shipments.
- Prepare and document shipment activities and cargo movements.
- Track orders and notify customers of status or potential delays.
- Collaborate with sales and customer service teams to address client concerns and expedite orders when necessary.
- Coordinate with suppliers to ensure timely delivery of goods.
- Plan and supervise shipments from production to end-user and schedule daily and weekly routes.
- Negotiate freight rates with third-party vendors to acquire cost-effective.
- Register vendors and customers in the database to maintain updated list.
- Create and manage budgets related to logistics and transportation.
- Update and maintain databases to track shipments.
- Check original documents received from the Suppliers and ensure free of discrepancy and coordinate it with the nominated forwarder for document collection.
- Coordinate with the Operations Team regarding container/shipment delivery and provides packing list for cleared shipments.

- Prepare payment request for all freight invoices.
- Manage cross trade shipment around GCC.
- Coordinate with Saudi counterpart regarding clearance and delivery in KSA.
- Process certificate of Origin for Export shipment through Chamber of Commerce website
- Process eDAS Mofaic Attestation through MOFAIC website.
- Basic knowledge in SAP S/4 HANA
- Process authorization for new association/forwarder for using CDR account through Dubai trade portal.
- Create airwaybill through courier company website.

### **Farway Shipping Services LLC**

Position: Import and Export Documentation

May 30, 2012, to July 15, 2014

#### **Scope of Work:**

- Proficient in MIRSAL I & II
- Manage data for international shipments.
- Provide support on the transportation process.
- Provide support on shipping, receiving, and keeping records for international transactions.
- Track shipments and communicate with clients on the package process.
- Coordinate shipping with customs agent for clearance on overseas deliveries.
- Compute international fees for each shipment.
- Prepare invoices per job order.
- Issue delivery order to the consignee.
- Open job for import and clearance.
- Daily update on excels monitoring and flair soft system.
- Send arrival notice by fax and e-mail to the consignee.
- Check e-mails from China regarding the coming shipment.
- Prepare manifest for the incoming vessel.
- Prepare letter for the issuance of NOC to various shipping lines.
- Receive incoming and outgoing calls.

## **PERSONAL PROFILE**

Age:	43
Date of Birth:	September 30, 1981
Civil Status:	Married
Passport No:	P5691933B
Visa Status:	Residence/Employment Visa

**References:** Available Upon Request