



RUBY MAE D. GABIA

AIR SERVICE ASSOCIATE I

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my skills set to help promote corporate mission and exceed team goals.

WORK EXPERIENCE

DOCUMENTATIONS ASSISTANT

ASPAC INTERNATIONAL INC.

2019-2020

- Prepares and Submit bookings to Shipping Lines and Consolidators
- Prepares and Cuts House Bill of Lading
- Prepares and Send Final Shipping Instructions to shipping lines
- Prepares and Send Pre Alert Documents to Agents
- Prepares and sends Import Security Filing (ISF), Advance Manifest System (AMS) and Advance Commercial Information (ACI)
- Assist in container Pre advice to shipping lines and delivery of container to terminal ports.
- Worked flexible hours across night, weekend and holiday shifts.
- Handled Number calls per day to address customer inquiries and concerns.

OPERATIONS EXECUTIVE

EFL GLOBAL PHILIPPINES

2021- 2023

- Handle Rates Inquiry
- Coordinates with different clients
- Prepares and Submit bookings to Shipping Lines and Consolidators
- Prepares and Cuts House Bill of Lading
- Prepares and Send Final Shipping Instructions to shipping lines
- Prepares and Send Pre Alert Documents to Agents
- Prepares and submits Import Security Filing (ISF), Advance Manifest System (AMS) and Advance Commercial Information (ACI)
- Assist in container Pre advice to shipping lines and delivery of container to terminal ports
- Prepares Billing invoice
- Prepares EDI and DSR reference
- Applied excellent problem-solving, process development and strategic implementation skills to lead and support all areas of operations.
- Carried out day-to-day duties accurately and efficiently.

CONTACT

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📍 Blk 16 Lot 12 Africa Street
Phase 2 AFP Housing
Pinagsama Taguig

EXPERTISE

- Goal Oriented
- Able to multi-task
- Good Communication Skills
- Strategic Planning and Execution
- Relationship Building
- Knowledgeable in Cargo Wise system

CERTIFICATION

- DGR Training
- 7 Habits of Highly Effective People
- Applause Award
- Root Cause Analysis
- Ocean Freight Business Knowledge
- Ideation Workshop
- Diversity and Inclusion in Workplace
- The Collaborative Mindset
- MS Outlook: More than Emails
- Standing Your Ground: An Assertive Training
- Basic Stakeholder Management

AIR OPERATIONS ASSOCIATE I

DB SCHENKER

2023- present

- Air Import Arrival Checking for AU & NZ
- Updating ATD/ATA Events
- Shipment Activation of Direct non AOG shipments for AU
- Shipment Registration of Direct shipments for AU
- Shipment Registration of non Direct shipments for AU
- Prepares weekly report
- Provide support in NZ Open Activities
- Applied excellent process development and strategic implementation skills to lead and support all areas of operations.
- Present reports in the Monthly Performance Review Meeting with Australia and New Zealand Team.
- Prepare CTO Invoice file in the format allowed to be uploaded in the system. Ensures all data are correct and allocated charges to the correct shipments.
- Complete Registration of Handover shipments
- Complete Registration of Domestic shipments, Invoice the shipment and finish all activities in the job
- Complete Registration of Airbus shipments , Post the costs in each job & Bill accumulatively and finish all activities in the job
- Activate shipments based on the instructions of each shipment level, requests for the copy of commercial invoice, confirms service level, patterns the registration based on yhe COS form and complete all legs applicable to the job.

2016-2019

EDUCATION

PHILIPPINE STATE COLLEGE OF AERONAUTICS

Bachelor of Arts Major in Aviation Logistics