

James Ariel A. Ilac

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CAREER OBJECTIVE

-To accomplish and fulfill my desire to deliver great performance to my duties and be passionately enthusiastic in an environment where I can offer my Skills, knowledge, aptitude, and capabilities in the profession that I chose.

EDUCATIONAL BACKGROUND

Degree: Bachelor of Science in Airline Business Administration
College: PATTS College of Aeronautics

SUMMARY OF QUALIFICATIONS

- High organizational skills. Proactive.
- Possess a good team spirit.
- Deadline oriented and the ability to multitask and at the same time manage priorities.
- Able to work under pressure.
- Well versed in Microsoft office applications.
- Great patience and persistence.
- Hard working who is committed to achieve excellence.
- Knowledgeable in Warehousing.
- Highly experienced in Accepting and Handling General Cargoes.
- Highly experienced in Accepting and Handling Dangerous Goods.
- Highly experienced in Accepting and Handling Live Animals.
- Highly experienced in Accepting and Handling Perishable Goods and Pharmaceutical products.
- Can communicate basic Arabic language.

WORKING EXPERIENCE

CARGO AGENT (EXPORT AND IMPORT)

National Aviation Services W.L.L, P.O Box 301 Al-Farwaniya, 81014 Kuwait.

February 06, 2023-June 01,2025.

- Cargo acceptance, Accepting cargo from different Airline companies to Kuwait to different destination around the world.
- Handling and Accepting Dangerous goods in different classes, Live Animals, Perishable shipment, pharmaceutical shipments and General cargos.
- Cashiering, collecting charges from different forwarding companies after submission of “Bayan” for National Aviation Services (NAS) terminal handling fees.
- Issuing export order and delivery orders at Microclear system for the preparation of “Bayan” upon export acceptance and arrival cargo.

TRANSPORT AGENT

U-Freight Philippines, Inc.

Cargohaus Bldg., NAIA Road, Brgy. Vitalez, Metro Manila

June 16, 2021-February 03, 2023.

- Supervise the warehouseman duty on loading/unloading and final check on labeling of shipment for transfer.
- Book truck based on clients needed and monitors the pick-up and transfer of the cargo to meet customer expectations and airline cut-off time.
- Planning and tendering of loads based on routing and financial parameters.
- Recommend necessary changes if reasonable to meet objectives regarding procedural compliance.
- Work with Airport Liaisons to ensure efficient and timely execution of loads and transfer.
- Provide proactive communication on service failures and field requests for status updates on critical shipments.
- Report irregularity or damage noted on every phase of the activity.
- Lodged AEDS for export pick up, when needed.
- Partner and collaborate with other functional areas as needed (Customer Service, Export operations Air and Sea, Sales and Accounting)
- Build and maintain great relationships with Subcon and Suppliers to support business needs.
- Purchasing company materials use for packing, packaging, labeling and re-icing for Air freight and Sea freight shipments.

CARGO AGENT (EXPORT AND IMPORT)

Philippine Airport Ground Support Solutions, Inc. Assigned in Japan Airlines.

NAIA Compound, Ninoy Aquino Avenue, Pasay City

February 20, 2018- May 30,2021.

- Flight Cargo Operation in Charge (OIC), Monitoring and maintaining good quality of operation and safety of the Cargo, From Acceptance, Build-up area, Weighing, up to loading inside the Aircraft.
- Import Agent, accepting cargo arrival from different places bound to Manila. Segregating documents for consignee copies and for breakdown cargo requirements. Actual breakdown checking of cargo should be tally in arrival manifest from the origin.
- Export Agent, Accepting cargo from Manila to different destinations. Once we received and check the documents from forwarding companies. We prepare the documents for custom clearance, and for delivery of original documents into the aircraft.
- Build-up Agent, Arrange the cargo in ULD'S into proper order base on the given build-up plan by the duty Airliner, Count the number of cargo if tally from acceptance, labeling the ULD's with classification.
- Warehouse Checker, Checking the cargo accepted and arrange it, in difference classification.
- Warehouse Inventory Agent, Monitoring and Checking build-up supplies. Maintaining supplies in good quantity to sustain our daily flight requirements.
- Coordinating in Japan Airline station in Japan for purchasing company materials use for cargo build-Up and cargo labels.
- Weight list Agent, Weighing the cargo ULD's to check if there is a weight discrepancy from acceptance or miscalculation of build-up agent. As a weight list agent, you are responsible to check the total ULD's weight including the cargo for safety purposes, and it is a requirement for the weight and balance of the Aircraft.
- Booking and reservation, making a cargo booking and reservation via cargo spot.

TRAINING EXPERIENCE

- Dangerous Goods Category 7.3
- Dangerous Goods Awareness Category 8
- Live Animals Training
- Perishable Cargo Handling
- Basic Cargo Skills and Procedures
- Unit Load Device Awareness
- Build-up Training Procedures
- Security Cargo Awareness Training

SEMINAR ATTENDED AND AWARDS

- **BASIC OCCUPATIONAL SAFETY AND HEALTH**
U-Freight Philippines, Inc (June 2021)
- **CORPORATE IMAGE AND ENHANCEMENT**
U-Freight Philippines, Inc (June 2021)
- **5S AND RECORDS MANAGEMENT**
U-Freight Philippines, Inc (June 2021)
- **AIR21 PRODUCT KNOWLEDGE**
U-Freight Philippines, Inc (June 2021)
- **CARGO MASTER AWARD**
“FORTRESS OF SAFETY” (JAPAN AIRLINES 2021 Award)
- **CARGO MASTER AWARD**
“FORTRESS OF SAFETY” (JAPAN AIRLINES 2020 Award)

REFERENCES

Mr. Dave Bonda
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Ms. Adoracion Josol
Standard & Procedures Manager
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Mr. Claudio Clerigo
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