



## **MARY JOICE PENDON**

Al Karama Dubai, UAE

Mobile No. **052-5404281**

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### **OBJECTIVE**

I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me to gain additional skills and experience. To find a challenging career in an esteemed organization so that I may grow professionally.

### **WORK EXPERIENCE**

**Asian Dellker Group / Saif Ali General Trading**

**December 07,2022 – December 11, 2024**

**Ras Alkhor 1, Dubai, UAE**

**Customs Clearance and Operations Executive:**

#### **CUSTOMS CLEARANCE:**

- ✚ Preparing and processing import and export documentation according to Customs rules and regulations, laws, or procedures.
- ✚ Well versed in MIRSAL-II
- ✚ Custom clearing – Import/Export/Fz-Tz (In and Out)
- ✚ Handling custom related documents Air/Sea/Land (Mirsal I&II)
- ✚ Files papers with Customs Service and arranges for payment of duties.

#### **OPERATIONS EXECUTIVE:**

- ✚ Opening and creating booking in FMS and Cargoplus system.
- ✚ Updating the customers for the ETA
- ✚ Communicating with the shipping line regarding the ETA and ETD of the shipment.
- ✚ Communicating with our head office in China for any inquires and updates.
- ✚ Making manual D.O or delivery note for delivery, arrange delivery with the transpoters and laborers.

**Hikaru Shipping Line / Sea Sand Shipping LLC**  
**December 13, 2020 – October 07, 2022**  
**Hamriya Port, Dubai, UAE**

**Import & Export: Operation and Documentation Executive:**

**EXPORT DOCUMENTATION:**

- ✚ Opening and creating booking in Cargo Wise and Solvermind system
- ✚ Issuing CRO manually for our Yard team and from Dubai Trade
- ✚ Coordinating with the Transport Dept. and Clearance Dept.
- ✚ Follow up customers for Load List, Shipping Instructions and BOE
- ✚ Issuance for BL Draft to customers for any revised and confirmation.
- ✚ Issue confirmed BL and send the manual manifest to POD, and upload in Dubai Trade system thru Solvermind system.
- ✚ Updating the Customer for ETA / ETD
- ✚ Releasing OBL / SEAWAY BILL or TELEX if require for the customers.

**IMPORT DOCUMENTATION:**

- ✚ Follow up and receiving manifest from POL
- ✚ Opening Jobs from Cargowise and Solvermind System
- ✚ Send Arrival Notice and Issue Delivery Order manually for Hamriyah and from Dubai Trade system
- ✚ Inform and follow up Hamriyah Yard for DO release, return and deposit
- ✚ Collecting original documents and send to Yard for any DM approval
- ✚ Updating customers for ETD and ETA.

**Arabital Shipping LLC (AAS Shipping LLC)**  
**Freight Forwarding Company**  
**June 2010 – April 2018**  
**Dubai UAE**

**Sea and Air Customs Clearance:**

- ✚ Well versed in MIRSAL-II
- ✚ Custom clearing – Import/Export/Fz-Tz (In and Out)
- ✚ Handling custom related documents Air/Sea/Land (Mirsal I&II)
- ✚ Files papers with Customs Service and arranges for payment of duties.
- ✚ Preparing and processing import and export documentation according to customs rules and regulations, laws, or procedures.

**Operations Assistant -**

- ✚ Close monitoring of customers shipping instruction for timely update.
- ✚ Advice customers for the incoming shipments Communicate with the agent and consignee.
- ✚ Assist in Invoicing, follow up payment.

### **Receptionist -**

- ✚ Taking clear messages and passing these promptly to the appropriate member of the team using judgment of urgency.
- ✚ Receive and assist clients and escort them to correct destinations; offices, rooms or meeting rooms.
- ✚ Performed general secretarial duties, including – meeting scheduling, appointment set-up, faxing and mailing.
- ✚ Make sure the provision of day to day supplies to colleagues as and when necessary.
- ✚ Assist import department for updating import manifest in the system.
- ✚ Creates database of client's information.
- ✚ Maintain schedules and follow ups

### **A Brown Company, Inc. Real Estate Company**

Admin Assistant

**February 2008 – January 2009 - Philippines**

### **St. Anthony's Emission Testing Center**

Encoder and Cashier -

August 2005 – January 2007

Philippines

### **Epacific Contact Global Center**

Call Center Agent

Ortigas Center, Pasig City

Philippines

<b>PERSONAL DATA</b>
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Date of Birth: December 04, 1983

Civil Status: Single

<b>OTHER SKILLS</b>
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Data Encoding 40-50 wpm with MS Office Application

<b>PROFESSIONAL EFFICIENCY</b>
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- ✚ Extensive knowledge on different subjects required to work upon.
- ✚ Fastest speed with remarkable accuracy.
- ✚ Efficient in accomplishing the assigned projects on time.
- ✚ Imperious in handling the associates.

<b>EDUCATIONAL BACKGROUND</b>
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**Systems Technology Institute**

3<sup>rd</sup> floor Roublou Bld. Ortigas Ext. Cainta, Rizal

Associate in Office Management

2002-2004 - Philippines

**REFERENCES to follow upon request**

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***MARY JOICE PENDON***