



ARVIN L. TAYAG

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📍 10C St, Al Karama, Dubai, UAE

With strong professional experience in logistics and customer service and with a good exposure working in a multi- cultural environment. Team player and meticulous, hardworking and, can adapt easily to any change of environment and work schedule. Personable and exudes a positive attitude, with good communication and persuasion skills.

CAREER OBJECTIVE

To secure a position within a well- established organization with a stable environment that will lead to a lasting career where I can build on and share my knowledge and skills.

EDUCATION

Associate in Computer Technology

Systems Plus College Foundation
Angeles City Philippines

SKILLS

- Interpersonal skills
- Attention to details
- Enthusiasm and personal drive
- Management and organizational skills
- Can work under pressure.
- Flexible

PERSONAL INFORMATION

Hometown: Angeles City, Pampanga, Philippines

Civil Status: Single

Birthday: June 20, 1988,

Nationality: Filipino

Languages: English and Tagalog

JOB EXPERIENCE

November 2023 – present

Sun Logistics (L.L.C) | Dubai

Customer Service Clerk

- Handle custom clearance procedures of Dubai / UAE Customs for import / export shipments
- Monitor container arrival status at port and make suitable arrangement to clear consignment on time to avoid port storage, detention and demurrage charges
- Prepare Invoice, Packing List, Certificate of Origin etc as required

March 2022 – November 2023

Al Ashya Algareeba General LLC | Fandom, Dubai

SALES ASSOCIATE/ONLINE INCHARGE

- Stocking and restocking merchandise as needed.
- Cross-sell products and introduce new ones.
- Manage transactions with customers using cash registers
- Helping shoppers find what they are need & online platform daily operation management.

September 2020 – March 2022

Masharee Liwa Trading LLC | Simply Kitchen,

SALES ASSOCIATE / CASHIER / DUBAI

- Offers/sales/promotions and new product lines.
- Receive deliveries of stock and cross check the delivery items and report any discrepancies.
- Operate the cash tills, total purchases, and process payments.

November 2016 – June 2020

Double Decker Bus LLC (Big Bus Tours) | Dubai

CUSTOMER SALES REPRESENTATIVE

- Promotes and sell tour packages.
- Handling customer inquiries, bookings and complaints.
- Maintain good relationship with the customers.

November 2012 – July 2016

Sumidenso Automotive Tech. Asia Corp. | Philippines

SENIOR TECHNICIAN

- Checking and crosschecking of Cad Data Data input and maintenance of Cad Data
- Assists in the technical training of members & new hires