

Raymond V. Dignos

jimbol_iceman@yahoo.com • 96942361 / 98952410 • Block 9, Salmiya



EDUCATION

AMA Computer College, Philippines 1999

Bachelor of Science in Computer Science

University of Perpetual Help Rizal, Philippines 1995

St. Michael School, Philippines 1991

PROFESSIONAL EXPERIENCE

ABDULRAHMAN MOHAMED AL-BAHAR SHIPPING CO LLC, Kuwait December 1, 2019
As Agent for AMERICAN PRESIDENT LINES / CMA CGM KUWAIT WLL - present
OPERATIONS and DOCUMENTATION COORDINATOR

- Communicate with vessel agents, to have smooth discharge/loading operations
- Compile discharge details and summary of all MLOs in case of feeder operations
- Sending TDR reports to all MLOs and concerned lines
- Record of discharge/loading of all containers for invoicing to all MLOS
- Prepare C-list and discharge list (BOTH SHUWAIKH & SHUAIBA) and submission to terminal
- Prepare EDI plan (both discharge and loading) and submission to terminal
- Verify VOR issued by Stevedores.
- Responsible for INBOUND and OUTBOUND activities of GOV'T TRADE shipments in Kuwait
- Handling/Monitoring all vendors (TRUCKING/SURVEYOR) that relates with USM cargoes
- Maintain day-to-day, weekly and monthly reports
- Ensures and provides good quality service to both internal and external customers
- Keeping track of import and export delivery moves and events
- Attend inquiries from the organization's branch/regional offices to resolve a variety of order-related issues including shippers', consignees', and truckers' complaints.
- Invoicing
- Responsible for System documentation and customer notifications
- Performs other tasks assigned by my immediate supervisor from time to time

JARIR BOOKSTORE INC, Kuwait/Saudi December 2015 –
November 2019

SALES REPRESENTATIVE

- Maintaining proper stock levels via requesting from inter branches.
- Accurate pick list receiving & reporting to warehouse.
- Proper display of items/shelves labeling by GL classification.
- DOA's processing.
- Conduct yearly and monthly inventory of Computer & Peripheral items.
- Respond to all correspondences & E-mails.
- Assist customers' concerns and provides quality of service according to their needs.
- Knowledgeable in using the AS400 system.

ACE LOGISTICS, INC, Philippines

**July 2014 –
December 2015**

CUSTOMS REPRESENTATIVE (NEW POSITION)

- Process Import/Export Documents at the Bureau of Customs.
- Endorse BL to Shipping Lines. Pick up Delivery Order.
- Prepare necessary documents needed for IMPEX shipment such as House Bill of Lading, Draft Bill of Lading, Console Manifest, and Transfer Manifest, Invoice, Packing List, Etc.
- Coordinate with truckers regarding delivery status.
- Transfer cargo to Airline/Shipping line.
- Send pre-alert to overseas agent regarding shipment details.
- Prepare transmittal of all documents/receipts to Finance for billing preparation.

ACE LOGISTICS, INC, Philippines

**September 2012 –
July 2014**

OPERATIONS AGENT

- Prepared the delivery and dispatch plan.
- Dispatch Drivers and Couriers to their designated areas.
- Received booking advice from Customer Service.
- Relay complete information to Couriers in the field.
- Monitor the delivery and pick up status.
- Send status report to Customer Service.
- Transmit POD Copy to Customer Service.
- File a copy of the Shipment Manifest, Transfer Manifest, Origin Copy of Air waybill, Delivery and Pick up status Monitoring Form and ensure maintenance and availability of the files.
- Prepare and submit service performance report.
- Prepare Transfer Manifest for Regional Office shipments.
- Assist in shipping, receiving, and unloading trucks, checking in merchandise.
- Recorded amounts of materials or items received or shipped out via appropriate computer program (Microsoft Excel).
- Organized warehouse and work area for orderliness always.

PERSONAL INFORMATION

Passport number: P7853777A

Date of issue: July 9, 2018

Valid until: July 8, 2028

Date of birth: March 17, 1978

Place of birth: Manila

Age: 47

Civil status: Married

Religion: Roman Catholic