

# ALLIAH C. ABSALON

LICENSED CUSTOMS BROKER



## PROFILE

Licensed Customs Broker with experience in customs processes, international shipping documents, trade compliance, and logistics operations. Proven ability to handle high-volume data with precision. Known for being organized, dependable, and adaptable in fast-paced environments; reliable, detail-oriented, and committed to efficient and compliant supply chain operations.

## CAREER PROGRESSION

- ACCOUNT RECEIVABLE | Virtual Assistant**   
**MH Logistics** (U.S.-based Freight Forwarding & Customs Brokerage)  
February 2025 – September 2025
- Cleared a backlog of 500+ invoices, covering key charges such as customs duties, outlays, trucking, terminal fees, storage, demurrage, exams, and USDA processing.
  - Approves cost-related payments and cross-checks invoice details against shipment files and vendor records, ensuring accuracy and alignment with internal controls
  - Performs monthly bank reconciliations, assisting with financial audits and internal reporting
- DATA PROCESSING SPECIALIST**   
**Maugle Data Processing Center**  
January 2025 – September 2025
- Processed freight, customs and accounting data accurately and efficiently
  - Posted and reconciled accounting transactions on time
  - Coordinated request across freight, customs, and accounting department
  - Reviewed and updated SOPs to reflect approved process changes.
- EXPORT DOCUMENTATION COORDINATOR**   
**Orient Overseas Container Line (OOCL)**  
July 2022 – December 2024
- Handled 20-30 export Bills of Lading (B/Ls) daily for North and Latin America, ensuring accuracy in shipping instructions and timely document release
  - Computed and verified freight charges based on customer contracts, tariffs, and INCOTERMS
  - Executed B/L amendments, freighting, and ensured routing compliance with customs, port, and carrier requirements
  - Conducted refresher training for the North America documentation team (PH-based) on newly implemented customs standards and rules of destination countries

## CERTIFICATIONS

- **CUSTOMS BROKER LICENSURE EXAMINATION (CBLE)**  
PASSED 2023 | PROFESSIONAL REGULATIONS COMMISSION

## AFFILIATIONS

- **MEMBER, PHILIPPINE CHAMBER OF CUSTOMS BROKERS INC. (PCCBI) | 2023-PRESENT**  
Participated in the 32nd PCCBI National Convention

## SKILLS

### TECHNICAL

- Shipping Documentation & B/L Processing
- VASP Systems (E-Konek, Experient)
- OOCL Systems (CargoSmart, IRIS-2, and GMS)
- HTS Code Classification Incoterms Application
- MS Excel & Data Tools

### FINANCIAL

- Accounts Receivable Management
- Invoice Generation & Payment Approval
- Freight, Duties & Tax Computation
- Bank Reconciliation

### OPERATIONAL

- International & Local Customs Regulations
- Trade & Customs Compliance
- Export Coordination (North & Latin America)
- Process Streamlining & Team Collaboration

## EDUCATION

### BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION

Westmead International School, Batangas City, Philippines

2018 – 2022

- **President, Philippine Society of Customs Administration Students- WIS Chapter (SY 2020-2021)**

#### Leadership Excellence Awardee

#### Excellence Award – WIS Chapter

Awarded at 11th PSCAS National Convention

- **Participant, Dr. Arnold N. Ditan Tariff and Customs Quiz Bowl**

PSCAS- Lyceum of the Philippines University

## CONTACT

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Available to Join Immediately