

ARVIN JAY SARMIENTO MANALANG

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Visa Status: Visit Visa

Availability: Can join immediately

Birthdate: September 6, 1995



OBJECTIVE Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION **Bachelor of Science in Customs Administration**
Mabalacat City College, Mabalacat City, Pampanga
Year: 2012-2016

ACHIEVEMENT **LICENSED CUSTOMS BROKER**
(Customs Broker Licensure Examination 2019 Passer)

CERTIFICATION **Total Quality Management Training Workshop**
EIMS-Gabino Sagarino, Berjaya Hotel, Makati City, Philippines

SKILLS AND KNOWLEDGE Both oral and written communication skills
Customer/client oriented focus
Above average decision-making ability
Can work independently with minimum supervision
Knowledgeable in vessel operations
Able to work well in a multinational environment
Experienced in logistics coordination
Knowledgeable with basic international customs procedure including Incoterms.
Knowledgeable in Microsoft Office

WORK EXPERIENCE **International Sales Coordinator-Export Optimal Outsourcing**
Room 1A Business Arcade 2 Philexcel Business Park M.A Roxas Highway Clark Freeport Zone Pampanga, Philippines
April 2022 – November 2023

Responsibilities:

Operational:

- To assist with the administration of export programs, prepare required documentation for export shipments, and liase with the growers, transport companies, shipping companies and customers.
- To assist Sales team with the administration of Export programs, and liase with growers and customers to ensure shipments are completed as planned.
- Checking all the Customs required Clearance documents foe every Export shipments.
- To prepare required time sensitive documentation for export shipments.
- General office duties including scanning and filling documents as necessary.
- Work proactively with the team to ensure documents are completed on time, including proactively following up suppliers, customers and vendors.
- Maintain and develop good professional relationship with suppliers.

Logistics:

- Plan, book and arrange shipments of fresh produced as required for Export
- Consolidate orders to minimize transportation and handling cost.
- Use contracted freight forwarders system/shipping line for tracking, updating and order consolidation.
- Check online system daily for any incoming shipments and update the records and monitoring files.
- Notify the customer for the status and arrival of the vessel for their orders.

Invoices and Cost Control:

- Ensure that all invoices received from the freight forwarders. Truckers, growers were checked properly and forwarded to Finance Team.
- Review and resolve any arising disputes with the suppliers concerning price and quality delivered.
- Regularly review commitments/freight accruals in the system.

College Instructor/Guest Lecturer**Mabalacat City College**

Dolores, Mabalacat City, Pampanga

September 2021 – July 2023

Responsibilities:

- Teach Philippine Tariff Laws and Regulations / International trade and Customs Laws
- Teach Customs Laws -ensuring compliance with all customs procedures by properly documenting and controlling all mandatory Customs functions
- Teach Practical Computation of Customs Port Charges
- Customs documentation, clearance and procedure
- Teach Supply chain Management such as Transportation Management and Warehouse Operations Management
- Teach Practical Tariff Classifications
- Teach Customs Operations and Cargo Handling

Logistics Coordination and Operations Supervisor**Inteluck Corporation**

Unit 1802-1803, 18th floor, Antel 2000 Corporate Center, 121 Valero St.

Salcedo Village, Makati City, Philippines

July 2020 – July 2021

Responsibilities:

- Accept bookings from client and allocate trucks for their request
- Create bookings and dispatch units
- Monitoring truck status for local and inter-island deliveries via phone calls and GPS Fleet Management Solutions/Transportation Management Systems
- Updating and recording status of unit and send update to clients from time to time.
- Assist truckers/crew on their daily deliveries
- Checking and matching Proof of deliveries for every transaction
- Assist client concerns and queries
- Request quotation from different warehouse, barge and truck providers
- Conduct orientation to our crews for their daily deliveries.
- Supervise and monitor Logistics Coordinators daily tasks and prepare monthly schedule of the Logistics team.
- Close monitoring inter-island trips/deliveries
- Recording Bill of lading/vessel tickets for Vismin deliveries.
- Consolidation and Reconciliation of data
- To keep digital files updated

Logistics and Warehouse Officer**Wuhan Fiberhome International Technologies Phils. Inc**

Room 19D Rufino Pacific Tower Ayala avenue, Makati City, Philippines

May 2017 – June 2019

Responsibilities:

- Daily monitoring, checking, updating of the stocks inventory in warehouse
- Create Material Requisition Form for withdrawal of the materials in warehouse based on material requirements of Project team/Subcontractor
- Create Material Transfer Application Form issued to Project team, transport team and warehouse for the transfer of materials from one warehouse to another or from one warehouse to site
- Create shipment Form accompanied by the MTA
- Encoding Inbound and Outbound documents in the Inventory daily
- Coordinate with the warehouses daily for the updates, Inbound and Outbound documents, deliveries, issues, concerns and others.
- Coordinate with the Project team for the material requirements and other concerns
- Coordinate with the Transport team and Procurement team for the status of deliveries in every warehouse
- Supervise Documentation Audit. Monitor and supervise the Encoders for their daily outputs
- Consolidation and reconciliation of data
- Warehouse visit Cebu, Bicol, Paranaque, Las Pinas, Laguna, and other part of the Philippines during the deliveries of materials for physical counting to match the documents versus the actual material arrived in warehouse and maintaining stocks are in good quality. Supervise the hired man powers conducting the count
- Conduct Semi-Annual and Annual Audit of materials for each warehouse
- Coordinate with the Audit team for the updates and final Audit count
- Sending Weekly reports for all Warehouse Inventories

Assistant Merchandiser**Luenthai Macao Commercial Offshore Company Limited**

Clark Freeport Zone, Pampanga, Philippines

June 2016 – April 2017

Responsibilities:

- Create purchase orders
- Purchase items from vendors/suppliers
- Monitor and maintain inventory levels, ordering new items as needed to keep the inventory fully stocked and supplied
- Ensure that purchased orders are delivered to warehouse and arrived on time
- Coordination with other departments and factory for the supplies needed
- Sending Dye lots and samples of raw materials to other departments
- Pick-up of raw materials from the warehouse for re-checking and turnover to other team
- To keep digital files updated.

INTERNSHIPS**Intern, Subic Bay Metropolitan Authority-Government Office**

Subic Bay Freeport Zone, Philippines

May 2015 – September 2015