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Al barsha 2, Dubai, UAE

# Crystal Kelly P. Aclan

## CAREER OBJECTIVES

To maximize my potential in your dynamic workplace by utilizing my knowledge and skills to meet personal and organizational growth.

## SKILLS

- Knowledgeable in logistics, supply chain and customs clearance procedures
- Following Instructions and Procedures
- Commendable problem-solving and communication skills
- Good Technical Computer Skills (Microsoft Office Applications)
- Good time management
- Able to perform clerical and administrative works such as filing, encoding, liquidation etc.
- Capacity to multitask
- Analytical thinking
- Organization and strong attention to detail
- Business knowledge
- Critical Thinking Skills
- Time Management

## EDUCATIONAL BACKGROUND

### Philippine Regulation Commission License

**Professional Regulatory Board for Customs Broker**

*Customs Broker Licensure Examination Passer*

November 2023

### TERTIARY

**Bachelor of Science in Customs Administration**

Batangas State University - TNEU (Pablo Borbon)

12 Rizal Ave Poblacion, Batangas City, 4200 Philippines

2019 - 2023

### SECONDARY (SENIOR HIGH)

**Accountancy, Business and Management**

First Asia Institute of Technology and Humanities

Pres JP Tanauan City, Batangas, Philippines

2017-2019

## WORK EXPERIENCE

### LOGISTICS ASSOCIATE

FXD Logistics Inc.

Manila, Philippines

July 2023 - January 2024

### IMPORT & EXPORT OFFICER

Gaolin Technology Philippines Opc

Malvar, Batangas, Philippines

January 2024 - January 2025

## JOB RESPONSIBILITIES

- Responsible on the inbound and outbound transaction of all the shipments and transportation.
- Manage data for international and local shipment, transportation and local and international ports management and provide support for the various steps of the mobilization procedure.
- Coordinate import/export shipment activities, including customs clearance and documentation.
- Monitor and analyze import/export data to identify compliance issues.
- Handles keeping accurate records of inventory and deliveries.
- Create reports, invoices and other documentation.

## PERSONAL DETAILS

**Birthdate:** June 8, 2001

**Birthplace:** Socorro, Oriental Mindoro

**Age:** 23 years old

**Sex:** Female

**Civil Status:** Single

**Nationality:** Filipino

**Language Spoken:** English & Filipino

*Sworn and declared that all information stated above is true and correct.*

  
**CRYSTAL KELLY P. ACLAN**  
Applicant