

ANITO, RHEA N.

Purok Aguila, Isum, Inawayan, Sta. Cruz, Davao del Sur

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EXPERIENCES

SEPTEMBER 2020 TO PRESENT

Shipping Specialist, Franklin Baker Incorporated

- Responsible for placing booking requests via shipping lines & freight forwarders for export shipments.
- Ensuring that all export documents for pre-shipment port requirements are submitted and duly processed before the vessel's departure.
- Ensuring the availability of containers required by the shipment and to transport the containers from container yard to plant.
- Responsible for preparing and doing applicable export documents needed by each country of destination.
- Ensuring that original export documents must be submitted to consignee before the goods will arrive at port of destination.
- Ensuring that export laws and regulations for export consignments under diverse payment terms are adhered to.
- Handles recordkeeping requirements to support timely delivery and payment of goods/products shipped.

JANUARY 2020 TO AUGUST 2020

Logistic Staff, Franklin Baker Inc (Under ANR - Alternative Network Resources)

- Responsible for processing the billings coming from various shipping lines, forwarders, couriers.
- Keeping and ensuring that billing monitoring must be updated all the time.

JULY 2018 TO SEPTEMBER 2019

Store Operation – Admin Staff, Motorjoy Depot, Inc

- Responsible for distributing PNP-CSR allocated for all MDI branches.
- Responsible for doing and addressing various requests from all branches of MDI
- Monitoring fuel allocation, renewal and insurance covered of company issued service units.

EDUCATION

APRIL, 2018

Bachelor of Science in Business Administration Major in Marketing Management
CHRISTIAN COLLEGES OF SOUTHEAST ASIA

Maa, Davao City

- *An Academic Scholar*
- *Departmental Loyalty Awardee*

APRIL, 2014

Inawayan, National High School
Inawayan, Sta. Cruz, Davao del Sur

- *With Honors*

MARCH, 2010

Inawayan, Elementary School
Inawayan, Sta. Cruz, Davao del Sur

- *Second Honorable Mention*

SKILLS

1. Freight and Transportation Coordination
2. Booking Freight Export Shipments
3. Shipment Tracking
4. Export Documents Compliance
5. Attention to Detail
6. Team Collaboration and Strong Communication
7. Adaptability and Flexibility
8. Time Management

ACTIVITIES/SEMINARS ATTENDED

- Operational Excellence (OE) Overview
Mr. Ronald Torneo – Speaker
FBI Training Room 2
Feb. 28, 2022
- Personality Development
Tiffany Lambac – Speaker
Held at CCSA AVR
March 06, 2018

- Gender Sensitivity
Mr. Pedro L. Magtibay Jr. – Speaker
Held at CCSA AVR
September 27, 2017

I hereby certify that the facts contained in this resume are true and correct to the best of my knowledge and belief.

Sincerely yours,

RHEA M. NIEVES
Applicant