

Full Name

Full Address  
Mobile Number | Email Address

## Personal Profile

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A driven & professional freight forwarder with extensive experience in managing import sea freight shipments from start to finish, including Customs entries. Currently seeking a new position in which I can advance my career in the medium to long term, and expand on my industry experience gained to-date. A highly organised and efficient individual, who has good attention to detail & is commercially aware.

## Key Skills

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- Freight Forwarding – Import & Export
- CNS, Destin8 & CHIEF
- Datafreight & Cargowise system experience
- Proficiency in all areas of Microsoft Office, including Excel & Word
- Excellent communication skills, both written and verbal
- Good customer service skills

## Employment History

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### Import Freight Forwarder, Company Name, Location

*(Jan 2012 – Present)*

Achievements and responsibilities:

- Co-ordinating shipments for a number of key clients, including large retailers
- Liaising with overseas offices and our agents in the Far East
- Managing all shipping documentation such as commercial invoices, packing lists and Bills of Lading
- Completing Customs entries, including tariff classification
- Arranging transport to final destination
- Increased on time deliveries from a rate of 68% to 89% in a 12-week period of taking over an underperforming account & working closely with the haulier

## **Trainee Import Co-ordinator, Company Name, Location**

*(June 2010 – Dec 2011)*

Achievements and responsibilities:

- Raising files and ensuring we have the correct documentation
- Customs tariff updates
- Filing POD's
- Updating clients on ETA's and the progress of their shipments
- Claiming UCNs for cargo using CNS

## **Education**

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### **College Name**

*(September 2008 – June 2010)*

A-levels:

- General Studies – B
- English – C
- Mathematics – C

### **School Name**

*(September 2004 – June 2008)*

10 GCSEs (including):

- Maths - C
- English - A
- Science – B, B

## **Hobbies & Interests**

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I enjoy playing football for a local team in which I have recently become captain. I am also a keen cyclist & play golf when I can. I also enjoy reading biographies & cooking.