Robert Smith

Air Cargo Agent

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SUMMARY

To work with an organization where can continuously learn in the pursuit of achieving function at excellence, thus getting maximum job satisfaction and optimum career growth. Competent, punctual, motivated and dedicated individual.

SKILLS

Outstanding customer service skills; diplomatic.

WORK EXPERIENCE

Air Cargo Agent

ABC Corporation - June 2014 – December 2015

- Operate vehicles to convey ULD dollies and baggage carts to and from aircraft terminal.
- Break down cargo from flights and trucks notating cargo storage location on break down paperwork.
- Examine all cargo handled for damage or evidence of pilferage and reporting to station management.
- Verify piece counts, weights, cargo condition and security protocols for all accepted.
- Complete warehouse cargo documents as required.
- Perform preventive maintenance (PMs) on forklifts and vehicles.
- Follows direction regarding delivery to airlines and/or delivery routes.

Cargo Agent

ABC Corporation - September 2014 – November 2015

- Provide assistance to customers arriving to retrieve their documents and freight.
- Collect and secure the appropriate charges and document method of payment.
- Process Customs Out (proof of delivery) for every transaction before the customers departure.
- Assist in completion of MAWBS for over-the-counter shipments.
- Confirm all bookings are accepted Confirm TSA mandatory screening.
- Confirm Dangerous Goods have been checked within aircraft limits.
- Data capture AWB information into airline system(s).

EDUCATION

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