Logistics Agent

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Objective

Goal is to join an organization that is need of highly motivated individuals to help improve company productivity. The organization must have the potential for growth opportunities and reward their employees for commitment and hard work.

Skills

Microsoft Office, Excellent Customer Service, Excellent Verbal And Written Communication, Excellent Communication.

Work Experience

Logistics Agent

ABC Corporation - January 1996 – May 2014

- Provided services in delivering materials to customer job site or destination Maintain and apply knowledge in loading and unloading procedures.
- Ensured proper and timely movement of company materials (aircraft parts/non-commercial merchandise) to various national and international destinations.
- Ordered Processing (Outbound) Customer Care Service Billing/Invoicing Inventory Control/Quality Control Routing/ Tracking shipments.
- Coordinated Freight Forwarding Operations Worldwide, Branch location Inside Sales, Sumitomo & Yazaki Account Representative.
- Scheduled pick ups drop offs, ordering supplies, tracking, planning, checking merchandise, doing bill of loading, handling accounts, labeling.
- Facilitated in the delivery of consumer goods (from consumer electronic to luxury) to international customers.
- Handled all on site issues and he did the financials.

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Delta Corporation - 1992 – 1996

- To Whom it May Concern, I have worked for Carnival Cruise Line and started with them in 1996.
- The work is part time.
- Was working two days a week.
- My schedule was every other Sunday, but I always volunteered to work extra days, and was always put on the schedule.
- We were outsourced in August, 2014, and could not come to an agreement, so I did not go with the new company.
- While working for Carnival, I also managed a condo building in Miami Beach with a partner.
- As a people person, I dealt with vendors and occupants and supervised one employee.

Education

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