



KAIF OLIVE F. VILLARTA

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Address: MSM BLDG ALBADAA SATWA
DUBAI

To make the most of my capabilities and drive meaningful contributions to an organization's success, I am actively pursuing a position that fosters continuous growth and improvement. I aim to join a dynamic team that encourages innovation, providing ample opportunities for me to enhance my skills and knowledge.

PERSONAL INFORMATION

Date of Birth: 23 Feb 1999
Age: 24 years old
Height: 5'1
Weight: 60kgs.
Place of Birth: PHILIPPINES
Civil Status: Single
Visa status: VISIT VISA
Religion: Roman Catholic
Nationality: Filipino

SKILLS

- Processing/Declaration Import/Export Entries
- Dedicated and hard working
- Computer Literate (Internet, MS Word, PowerPoint, and Excel)
- Knowledgeable in CS
- Can work holidays and overtime
- Knowledgeable in PEZA processing Computation of Tax
- Maintain and update existing data
- Enter data into internal database

EDUCATION

Midway Colleges
Maharlika Hi-way Bitas Cabanatuan City
Bachelor of Science in Customs Administration A.Y. 2015-2020

WORK EXPERIENCE

NOVEMBER 2021- MAY 2023

CUSTOM CLEARANCE REPRESENTATIVE
FEDERAL EXPRESS

FedEx Facility, CRK Gateway Main Ramp, Civil Aviation Complex, Bonifacio Ave, Clark Freeport Zone, Pampanga PH

- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts and file documents
- Follow communication procedures, guidelines and policies
- Take the extra mile to engage customers
- Follow up shipments and informing clients that shipment already released or arrived

DECEMBER 2020 NOVEMBER 2021

IMPORT TAX DECLARANT - INFORMAL
AAI WORLDWIDE LOGISTICS/FEDERAL EXPRESS AAI
Freight Management Center, Kaingin Rd, Multinational Parañaque

- Perform accurate documentation, customs clearance, processing and timely release of Import shipments from customs custody.
- Responsible for accurate tariff classification, and lodgment of shipments.

MAY 2020-NOVEMBER 2020

OFFICE SECRETARY K&O ENTERPRISES
Gapan, Nueva Ecija