



Mariell Marjalino

Process Specialist

Contact

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OBJECTIVE

To enhance my educational and professional skills in a stable and dynamic workplace while contributing effectively as an Import Process Specialist. To apply my knowledge in documentation, regulatory compliance, coordination, and logistics operations to ensure efficient and accurate import processing. I aim to continuously expand my expertise in customs procedures, international trade regulations, and supply chain management while promoting organizational efficiency and supporting company growth.

Skills

- Computer Literate
- Communication & Interpersonal Skills
- Technical Skills
- Administrative & Operational Skills

Achievement

- Board Passer of Customs Broker Licensure Examination 2018

Education

- Holy Family High School Bacolod 2010- 2014
High School Diploma
- Bachelor's/College Degree 2014 - 2019
*John B. Lacson Colleges Foundation-Bacolod
Bachelor Of Science in Customs Administration*

Experience

Gemma C. Montecalvo Customs Brokerage

- 2018 Apr to 2018 May
- **Position:** Assistant Trainee
- **Specialization:** Logistics/Supply
- **Chain Industry:** Transportation / Logistics

Transcontainer (TCL) Philippines INC.

- 2019 Apr to 2021 Jun
- **Position:** Sales And Customer Service Assistant
Junior Associate (1-4 yrs. experience)
- **Specialization:** Logistics/Supply Chain
- **Industry:** Transportation / Logistics
- **Nature of Work:** It is a freight forwarding company. I'm handling import and export shipment. Domestic and special projects. Warehousing. Monitoring of Warehouse Inventory.

Orbis Business Solution Inc

- 2021 Jul to Present
- **Position:** Process Specialist
- Junior Associate (1-4 yrs. experience)
- **Specialization:** Logistics/Supply
- **Chain Industry:** Transportation / Logistics
- **Nature of Work:** International Freight Forwarding Company. Owned by an Australian company. I'm handling Import Data Entry with below job task.
 - PA Registration/Identifying Documents related to transport.
 - EDI Process
 - EDO Process
 - Volume Monitoring
 - Email Management / Assisting Client Concern
 - Process Map
 - Expedient Expertise / Maximas / Salesforce
 - Debtor Compiling/Banking/Xero Payments/reconciliation process/Sending remittance
 - Import Registration/Edocing
 - EDN/PRA Process / COO Creation
 - Outturn Process/Transport Booking
 - Invoice Posting
 - Tracking Shipments - ETA /ATA/ETD
 - Timeslot , Dehire , DRO Reporting
 - Clearance Status Monitoring

References

Ruth Balajadia

Program Head of Bachelor of Science in Customs Ad.
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Marinell Archin

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