PHILLIP D. AISON

Contact Number	:	**+639958260888**
Email Address	:	**philipaison0925@gmail.com**
Address	:	**52 National Highway San Vicente**
		Binan City, Laguna Philippines

Professional Experience:

Morrison Express Philippines Inc
January 09, 2017 to Present

Skyfreight Center
Ninoy Aquino Ave., Paranaque City

Operations Supervisor

Accountabilities:
- ➤ Coordinates with the airline for cargo acceptance, ensuring observance of cut-offs to avoid offloads
- ➤ Cargo acceptance at cargo terminal, including checking shipment condition and completeness of paperwork.
- ➤ Coordinates with agents on irregularities/discrepancies until resolved
- ➤ Conducts meeting with agents to review issues and agree on commitments
- ➤ Provides shipment volume report to internal stakeholders
- ➤ Provides rate quotation, as needed
- ➤ Sends pre-alerts to customers and proactively monitors shipment until delivered
- ➤ Conducts investigation by coordinating with concerned stakeholders, does root cause analysis and provides corrective action to customers
- ➤ Import manifest air and sea and manual AWB cutting, cargo labeling and checking prior acceptance.
- ➤ Cargo receiving and transfer, hand over documents to airline
- ➤ Handling warehouse operation, monitoring the IN and OUT of the cargoes.

DHL Express Philippines Inc.
February 24, 2012 to August 2015

DHL House, Makati City, Philippines

Operations Agent
Based in: DHL Express CALABARZON Service Center, Mamplasan Binan City, Laguna, Philippines
Ensures that all shipments are processed according to local and DHL Network standards and that transit times are met.
Accountabilities:
- ➤ Performs monitoring and tracing of shipments
- ➤ Notify customers via phone and email on payments to be settled
- ➤ Calls customers to follow-up payment, resolve undeliverable shipments
- ➤ Attends to customer inquiries via phone
- ➤ Process outbound material according to the latest processes and procedures
- ➤ Completes operations required reports

Parsons International Limited
June 22, 2008 to September 15, 2011

Abu Dhabi International Airport
ADAC – P&D Site Office
Abu Dhabi, UAE
Sr. Document Controller

The company is doing Engineering Services as Program Management in the Middle East.
Reporting to the Document Control Manager, I am a part in documentation of 10 Major Construction Projects for the Expansion of Abu Dhabi International Airport.
Accountabilities:
➢ Responsible for recording information in data base systems through
  Primavera – Expedition and Hummingbird on documents received by, and dispatched from the project.
➢ Receives all incoming documents. Determines filing category and makes input to the
  Automated documents/drawing control databases.
➢ Records all dispatched documents in the documents/drawing control systems.
➢ Retrieves documents and maintain the automated distribution log.
➢ Compiles and maintains control record and related files to release blueprints, drawing
  and engineering documents to manufacturing and other operating departments.
➢ Examines documents, such as blueprints, drawings, change orders and specifications to
  Verify completeness and accuracy of data.
➢ Confers with document originators or engineering liaison personnel to resolve discrepancies
  and compiles required changes to documents.
➢ Assist Secretaries to implement the document control procedures.
➢ Scanning the incoming and outgoing documents.
➢ Prepare reports and memorandums. Like Incoming and Outgoing reports.

DHL Express Philippines Inc.   January 17, 2005 – January 20, 2008

DHL House, Makati City, Philippines

Network Control / Operations Agent
Based in: DHL Express CALABARZON Service Center, Mamplasan Binan City, Laguna, Philippines
Ensures that all shipments both inbound and outbound are processed according to local and DHL Network standards and that transit times are met.
Accountabilities:
➢ Proactive monitoring of the shipments status
➢ Proactive call to customers for shipments status
➢ Tracing of shipments for both inbounds and outbound
➢ Assisting walk-in applicants on inquiries and booking
➢ Process inbound material upon arrival and make sure material is available to the couriers and that material not going out for delivery is secured according to the Security policy and procedures.
➢ Process outbound material according to the latest processes and procedures
➢ Capture information and make available to the Network – information required for a shipment, piece or handling unit at the service centre according to the standard procedures
➢ Keep the process area clean and tidy and make sure it is ready for the next process cycle.
➢ Ensure that all relevant equipment is operating and take corrective actions where equipment failure and to be proactive through taking action where equipment is falling below operating standards.
➢ To expand knowledge of other roles within Operations in order to carry out these functions through a rotational shift mechanism.
➢ To assist in ensuring operational practices and procedures are carried out effectively
➢ To carry out any administrative task that is required for the Service Centre.
➢ Assisting couriers on pick-up and deliveries of documents or parcel shipments
➢ Assisting Customs Processor on processing documents in PEZA zones for the parcel shipments

Innodata Manila Philippines Inc.   June 26, 2002 – March 30, 2003

Makati City, Philippines
Document Control Clerk
Production Initial Process Department
Accountabilities:
➢ Receiving incoming documents and files
➢ Monitoring outbound documents and files
➢ Filing and monitoring documents that has entered into the data

➢ Entered data's into the system
➢ Ensuring proper coordination with the concerned department.

Education:

Tertiary (College) 1995 - 1999	**University of Perpetual Help Systems – Laguna** Binan, Laguna, Philippines **Bachelor of Science in Computer Science**
Secondary 1991 - 1995	**Good Shepherd Academy** Victoria, Oriental Mindoro, Philippines

Personal Information:

Date of Birth	:	21 October 1978
Place of Birth	:	Oriental Mindoro, Philippines
Gender	:	Male
Nationality	:	Filipino
Passport Number	:	P8549932A
Date of Issue	:	31 August 2018
Date of Expiration		30 August 2028
Place of Issue	:	Philippines, Department of Foreign Affairs

Qualification:

- Computer Literate (Proficient in working winth Microsoft Office Apps and knowledgeable in using Adobe Acrobat)
- Operating Systems, Networking & Hardware
- Primavera/Expedition
- Ability to multi-task, follow instruction and work efficiently
- Ability to work well and positively within a team
- Highly trained in dealing and transacting with different types of client (both local and foreign)
- Highly trained to work under pressure
- Strong problem solving and analytical skills

Driving Skills – with valid Driver's License issued in the Philippines

Trainings and Seminars:

Basic International Air Cargo Forwarding Course PMTLAI Training & Development Center February 12, 2018

Dangerous Goods Course   PMTLAI Training & Development Center April 2017

Image Tool (Document Management)   Parsons International Limited – UAE, December 10, 2009

Image Tool Version 7 Software Training

Defense Driving Course   March 24, 2007 – DHL Office, Makati City, Philippines

Prospective Marketing Associate   September 06, 2006 – DHL Office, Makati City, Philippines

CIS – Customer International Specialist   December 2013 – DHL Office, Makati City, Philippines