

Kathleen Rose

AIR EXPORT BILLING CLERK / ASSISTANT

Abu Dhabi

kathleenroseacalderon8_394@indeedemail.com

0561903740

Calderon,

To establish a brilliant & rewarding career that would help my professional skills & would Kathleen Rose be able to develop my potentials, to gain more experience in working with various types

of people, and culture and to uphold professionals ethics in the work place.

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Work Experience

AIR EXPORT BILLING CLERK / ASSISTANT

Current Address - Abu Dhabi

2016 to 2019

Road, Abu Dhabi U.A.E. AIR EXPORT BILLING CLERK / ASSISTANT

DUTIES:

- Checks and secure receipt liquidation of processor and branches and collect receipts
- Email Address to be attached on the billings/invoice, together with other required documents. kcalderon02127@yahoo.com
- Encodes the revenue and cost based on (KEF) Kewill Enterprises System.
- Cost the billing invoice and prints the costing sheet per shipment to be attached the job file that is subject for checking of the Export Supervisor.
- Home Address; • Forward job files to Accounting Dept. after approval for dispatch of invoices. Batangas City, Philippines
- Prepare (MAWB) Master Airway Bill Report and IATA every cut off 15th and 30th.
- Send Debit Note / Credit Note to agent and Local per shipment.
- Encodes the Break Bulk Fee and Cab to KEF System.
- Dispatch (HAWB) House Airway Bill extra copy to Accounting Dept. accordingly.
- Computer Skills • Print draft billing invoices to be check by export billing coordinator.
- Excellent in MS Word. • Forward billing invoices with complete attachment to superior for signature.
- Excellent in MS Excel. • Prepare AE loading/monitoring of billing report and forward to accounting together
- Excellent in MS Powerpoint with billing invoices and Job Files of each shipment after approval of superior.
- Knowledge in Oracle • Prepare billing summary to be submitted to San Technology every 17th of the month and 2nd day of the following month.
- Prepare payment request (CPR) and encode it to KEF system thru incoming bill process, then forward to accounting department for cheque preparation.
- Sending billing invoices (D/N) to agent for shipment under collect terms.

- Prepare transmittal receipt for Insurance O.R to be dispatch to satellite office.
- Prepare Breakbulk report using incoming bill process on a monthly basis to be forwarded to accounting department on or before 7th day of the following month

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- Receive and file Export Instruction per client.
- Prepare CAB report & payment request (CPR) to be submitted to accounting on or ~~~~~ before 7th of the following month.
- Perform other duties as required by the immediate superior.

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I hereby certify that the facts contained in these Curriculum Vitae are true and Language: complete to the best of my knowledge.  
English, Filipino

(Job Applicant)

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## Education

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### **Bachelor of Science in Customs Administration in Customs Administration**

Lyceum of the Philippines University  
2015

## Skills

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Team player (Less than 1 year), telephone (Less than 1 year), time management (Less than 1 year)

## Additional Information

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### Key Skills:

Team player; effective time management, Self-motivated with a flexible attitude, and be able to adapt quickly to change. Leading, engaging and building confidence in project staff. Having exceptional interpersonal, communication and motivational skill, strong organizational and time management skills, excellent interpersonal skills and professional telephone manner. Ability to prioritize tasks, amongst constant distraction.