

Maria Catherine S. Salazar

Date of Birth: 28-September-1989

Nationality: Filipino

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CAREER SUMMARY

Dynamic and results-driven professional with 10 years of experience in Logistics and Warehousing Industry. Proven track record of delivering exceptional service and compliance within the organization and coping with the change and challenges of meeting the requirements of different government agencies and industrial zone. Adept at analyzing complex problems, implementing innovative solutions, and driving business growth. Strong leadership and communication skills, with a passion for collaborating with cross-functional teams. Seeking new opportunities where I can leverage my expertise to make a significant impact and drive success.

Areas of Strength

- Effective interpersonal and communication skills.
- Analytical problem solver with time management skills.
- Ability to work with minimal supervision and can work under pressure.
- Flexible, detail oriented and computer literate.
- Familiarity with company systems (Infor WMS Inventory Management System, WAMS, and SAP), ability to familiarize quickly to company system and driven to improve the ideas.
- Dedicated, efficient, multitasking, and self-motivated.
- Organize, goal oriented and resilient.

Professional Experiences:

Susumi Philippine Logistics, Inc.

formerly Sumisho Global Logistics, E-Zone Services Inc.
First Philippine Industrial Park, Special Economic Zone
Sto. Tomas, Batangas, Philippines-Main Office/ Warehouse
Tanauan City, Batangas, Philippines, Extension Warehouse

July 2013-July 2023

Accredited Pollution Control Officer

- Ensure compliance with the requirements of different Environmental Laws and their respective implementing rules and regulations.
- Responsible for the implementation and compliance of the necessary permit before importation.
- Ensure the proper performance, operation and maintenance of environmental management facilities or systems of the establishments.

- Process the application/ permit under relevant legislation including the inspection of premises, preparation of documentation and the writing of authorization/ permit conditions on the respective government agencies such as follows:

BFAR- Bureau of Fisheries and Aquatic Resources

BOC- Bureau of Customs

DENR- Department of Environment and Natural Resources

DOE-Department of Energy

DOLE- Department of Labor and Employment

FPIP- First Philippine Industrial Park

LLDA- Laguna Lake Development Authority

PDEA/ DDB- Philippine Drug and Enforcement Agency/ Dangerous Drug Board

PEZA- Philippine Economic Zone Authority

PNP- Philippine National Police

- Monitor the movements and storage of chemicals, especially those classified as controlled chemicals.
- Identify the necessary permits for the said chemicals based on the regulations set forth by different government agencies.
- Prepare the application of the chemicals under PICCS, PCL, SQI, CCO and PMPIN to environmental bureau/ agencies.
- Prepare the application and secure certification of chemicals under exemption of Dangerous Drug Board.
- Ensure that hazardous waste disposed offsite is covered by a hazardous waste manifest using the accredited transporter, Treatment and Disposal facility.
- Manage the solid waste segregation and disposal schedule.
- Ensure the record keeping and permits remain updated and valid.
- To report and /or cause the reporting within twenty-four (24) hours from the occurrence of any of the environmental incident to the concerned environmental agencies.
- Attend and /or cause appearance of responsible personnel in technical conferences, hearings, and meetings especially on matters pertaining to pollution cases of the establishment.
- Submit environmental reports (Monthly, Quarterly, Semi-annual, and Annual) reports based on the requirements of each government agency.
- Monitor and arrange the disposal of Residual and Hazardous Waste through accredited hauler.
- Participate in multi- partite monitoring team activities and meetings, where applicable such as Tree planting, Fire prevention campaigns, Coastal clean-up, Earth Hour Conservation activity and Feeding Program etc.
- Recommend energy saving and promote environmental practices.
- Monitor the effluents and wastewater parameters not to exceed to the Industrial Park limits and standards.
- Assist and cooperate during entry or surprise visit of any Environmental member at the company premises.

Senior Warehouse/ Operations Specialist

- Accept and arrange booking both incoming and outgoing transactions (Local, Imports and Export)
- Preparation of Inbound and Outbound documents.
- Ensure the proper labelling and storage of the items based on the customers' requirements and standards.
- Monitor and check all the storage area (Regular, Cool Storage Area, Racking System) daily.
- Prepare Bad Order and Incident reports whenever necessary.

- Prepare RCA (Root Cause Analysis) and CAPA (Corrective and Preventive Action) depending on the incidental reports.
- Prepare and submit 5 Why's Analysis whenever necessary.
- Submit billing reports and all required attachments for the said transactions.
- Prepare and submit packaging materials supplies inventory consumption reports.
- Monitor and dispatch truck for the delivery of goods until to the point of destination.
- Conduct monthly physical inventory and verify actual stocks counts.
- Assist and organize customer/ client visits whenever requested.
- Liquidate operational funds and secure all the necessary transaction receipts.
- Deal with the BOC (Bureau of Customs) and verify the classification and computation of duties and taxes.
- Processing documents in PEZA local, imports and export transactions.
- Assist and open to do some tasks from other departments whenever necessary.
- Supervise/ lead the team in terms of planning and decision making.
- Ensure all the delivery personnel and vehicle/ trucks are in good condition daily.
- 24/7 mobile phone stand by for the on-going transactions and whenever unexpected circumstance arises.
- Conduct internal audit within the company departments to ensure compliance and meet the standards.
- Conduct 5's practice regularly before and after working hours.
- Participate in organizing company events and other related company activities or gatherings.
- Extend support to Customer Service department whenever necessary specially lack of manpower from other departments.

**Document Control Custodian
ISO 9001-2015**

- Responsible on the safekeeping and filing of the company documents and ensuring the accuracy and up to date.
- Assist colleagues in finding and retrieving the requested documents whenever needed.
- Maintain records at the database and must be available in physical and digital records for easy access of DCC.
- Provide the documents during Internal and External audit of the organization whenever requested.
- Keep the confidentiality of all the documents especially related to financial and operational budget.
- Maintain the storage area of the company documents clean, accessible and with proper labeling and with systematic numbering.
- Ensure the documents are properly organized, complete and meet the requirements and standards of the company policies, industry regulations and legal requirements.

- Ensure that only the authorized personnel and staff only has the access on the said document file and storage area unless permitted.
- Verify and ensure that all documents being used/ utilized in the business operations are all registered and with proper control number or reference.
- Responsible on the retention, archiving and disposal period of the documents based on departmental standards.
- Responsible for the revised and amendments of the company registered documents.

Customer Service Representative
Import, Export and Local transactions

- Answer and respond to customer inquiries via phone and email.
- Lodgment of Import, Export, and local transactions thru the VASP which are E-Konek and Inter-commerce and CDEC.
- For Import shipments, secure and check the necessary documents and permits of the controlled/ regulated chemicals if applicable before the importation.
- Verify and counter check the declared details and information are tally from each document such as Bill of Lading, Invoice and Packing List attached on the pre-alert email from the customer.
- Sending pre-alert advise to the nominated Broker that handle the import clearance and delivery.
- Monitor the shipments arrival, clearance, releasing and delivery to the consignee.
- For Export, Ex-works, or FOB shipping term transactions, arrange booking of shipments of the customers to the shipping line or freight forwarders for the freight from the Port of Origin to the Port of destination.
- Coordinate the booking details to the customer and book to the shipping line or forwarder the desired schedule of the customer for the freight and Export pick-up, clearance, and the delivery to the port.
- Advise the customer the Export loading date to prepare the Export documentary requirements such as AEDS, Invoice, Packing List, shippers' declaration, and DG declaration if necessary.
- Provide feedback or information about the products and services being offered.
- Addressing and resolving customer complaints or concern in a professional and timely manner.
- Managing customer accounts and maintaining customer records.
- Conducting customer satisfaction surveys and providing feedback to the team and management.
- Monitor and provide accurate update or information to the customer.
- Preparation of billing reports and invoices with proper attachments.
- Submit weekly and monthly reports to the departmental head.
- Prepare the revised and amendments of quotation upon request and approved by the departmental head.
- Attend seminars and training related to the transaction and open for other related topics and activities.

Safety Committee Member

- Prepare and organize monthly Minutes of Meeting together with the team.
- Recommend/ suggest safety measures to improve and enhance the existing safety procedures.
- Observe and supervise practice of health and safety measures during the operation.
- Report any incidents or unusual events inside the premises that could affect the operations.
- Conduct and facilitate emergency drill such as Earthquake and Fire Drill.
- Ensure response and conduct of safety measures during and after the emergency cases.
- Reports any unusual condition on the company premises to the Safety Officer and coordinate to the respective Industrial Park in- charge on the said circumstances.
- Encourage and spread awareness to the team to strictly observe safety measures.
- Secure, maintain and check the availability of stocks and supplies for emergency cases.

Awards and Recognitions

Philippine Economic Zone Authority

First Philippine Industrial Park
Sto. Tomas, Batangas

Top 5 Outstanding Processor/ Liaison Officer
December 2022

First Philippine Industrial Park

Interconnected Advantage
Sto. Tomas, Batangas

1 Year Compliant Awardee as PCO
March 2023

Susumi Philippine Logistics, Inc.

Formerly Sumisho Global E- Zone Services, Inc.

FPIP, SEZ, Sto. Tomas, Batangas-Main
FFIP, SEZ, Tanauan City, Batangas-Extension

Service Award/ Recognition
10 Years Dedicated Service -2023
Promoted as Senior Operation Specialist- 2023
Appointed as Accredited Pollution Control Officer-2018
5 Years Dedicated Service-2018

On the Job Trainee

Airlift Asia Inc. (AAI)

Paranaque, Metro Manila, Philippines
Export Coordinator
Liaison Officer

November 8, 2011-January 16, 2012

Educational Attainment

Bachelor of Science in Customs Administration

Lyceum of the Philippines University – Batangas
Capitol Site, Batangas City

S.Y 2008- 2012

Awards and Recognitions

- Customs Broker Licensure Examination- Passed (2012)

*Knowledge in computation of Duties and Taxes, etc.

*Tariff classification (AHTN)

*Knowledge of Customs Laws and regulations.

Personal Data

Date of Birth	:	28 September 1989
Sex	:	Female
Place of Birth	:	Zamboanga City, Philippines
Civil Status	:	Single
Height	:	5'2"
Weight	:	70 kgs
Passport Number	:	P2708049C
Language Spoken	:	English, Filipino

Maria Catherine S. Salazar
Applicant