AGOSTO O. CACPAL

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OBJECTIVE

To seek any job that will offers professional development and growth potential to build my experience to the benefit of the employer.

EDUCATION

2001-2004
APTECH COMPUTER EDUCATION

- Higher Diploma in Software Engineering

2007
FEDEX SUBIC HUB
Certifications/ Diplomas or Work-related trainings

- Customer Care Program
- Ramp Basics and Ramp Safety
- Cargo Tow Tractor Class 5
- Forklift 4 and Forklift 5
- Pallet Building and Netting

SKILLS

- Driving Skills - Valid Driver's License
- Logistics Management
- Warehouse Management
- Inventory
- Shipping & Receiving,
- Freight, Forklift and Tug Tow Tractor operator
- Microsoft Office Applications
- Customer Service
- Teamwork
- Speed and CAN-DO attitude in a fast-paced environment

WORK EXPERIENCE

DHL EXPRESS QATAR
NOV. 21, 2009– JAN. 06, 2025

ELC COORDINATOR (EXPRESS LOGISTICS CENTER) COORDINATOR

- Responsible for all process of logistics and warehousing.
- Taking care of Operational Business Process.
- Inbound Process for the Incoming goods, where is checking the incoming goods on the physical and paperwork's.
- Outbound Process for the outgoing goods, where is preparing documents for shipping.
- Doing quarterly Inventory for the stocks.
- Updating warehouse system.
- Bin to Bin physical and system process.
- Implementation Process for new system applied.
- Doing the Monthly Billing on each customer account.
- Planning and scheduling other special activity request from customer.
- Responsible for Monthly Business Report.
- Responsible for the customer request and inquiry local Engineer or direct customer.
- Attends telephone calls, action emails and maintain records, files and documentation for administrative and reference purposes.

FLEET COORDINATOR

- Managing all vehicles that using for delivery of shipments such as car, van and trucks.
- Managing vehicles in way of:
- Monitoring the everyday Log in and Log Out systems of the vehicle in computer.
- Encoding the kilometer of all vehicles in DHL System from the Log In/Log Out.
- Total kilometer to change oil the vehicle. When one vehicle reaches the kilometer limit I will send it to the Rent a Car where we are renting.
- Checking the vehicle for the damage or need to repair to maintain the maintenance.
- Arranging those all vehicles pass or papers that need of the vehicle like gate pass and fuel card.
- Reporting the damages or accident.

- Sending the vehicle to the repair shop and arrange for repair.
- Communicate to personnel of Rent a Car for those problems of vehicle and request for another one vehicle for replacement.
- Weekly Inspection to all vehicles.
- Monthly checking and inspection to all vehicles.
- Encoding of Fuel Receipt in computer system for documentation.
- Encoding to DHL system for Over Time (OT) of the employee.
- Encoding to DHL system all incentives and deduction of the employee.
- Closing the Cut OFF encoding of (OT), incentives and deductions.
- Managing and ordering all supplies needed in operations.
- Computing the salary payment for sub-contractors.
- Conducting meeting to supplier, our managers and supervisor.

COURIER / BASED OPS

- Unloading Shipments
- Operate forklift to unload heavy weight shipments
- Scanning ACA CLR all inbound non-Docs shipments so that will recognize that the shipment is clear from the customs
- Scanning Arrival all inbound Docs and Non-docs shipments
- All not manifested shipments that trace by the scanner will do on the spot to add the shipment in the manifest.
- Encoding the MIs sort shipment and Miscode Shipment
- Re-weight all import shipments that show on the scanner.
- Calculating the CVM volume of the import shipments.
- Sorting shipments according to their routing.
- Tracing Shipments
- Loading heavy weight shipments to the sub-contractor truck.
- Making report for the missing pieces of the shipment and damage shipment.

AIR 2100 / FEDEX EXPRESS   JULY 09, 2007 – FEB 06, 2009
Subic Bay International Airport - Philippines
AIRFREIGHT AGENT / CAGE AGENT SUPPORT

- Managing Calls and Inquiries
- Answering customer's question.
- Tracing Shipment in FedEx System (COSMOS)
- Scanning Package in Cage for everyday monitoring system.
- Releasing Packages that needs to release.
- Selecting Dutiable Package in FedEx Computer System.
- Selecting Packages According to their routing and rerouting the miss route packages.
- Tracing volume projection as a soft cop
- Filling documents that needs for hard copy such as: Manifest , Cons Uses ,Total volume Total Miss Route.
- Controlling Document Such as:
- Document in Cage
- Released Document package
- Printing Manifest for the hard copy of the Customs and PASG.
- Checking and opening package that request of customs for inspection.
- Assycuda Encoding for Import/Export processing.
- Caging the bonded package.
- Everyday monitoring inside the Cage.
- Everyday make cage inventory.
- Everyday make scan comparison.
- Operate Forklift to lift the heavy package.
- Operate TUG to tow the container going behind the loader in air bus.
- Driving service utility vehicle to pass all documents for customs needed.

CATCHER TECHNOLOGY PHILIPPINES INC.   MAR 02, 2001 TO JUL 25, 2001
Subic Bay Industrial Park

WAREHOUSE STAFF

- Checks the incoming and outgoing stocks.
- Encoding files for the documentation.
- Conducts Inventory.
- Operate Forklift.

REFERENCES

Alvin Riodique

ARAC Aircondioning and Appliances Service Center
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