

AIR FREIGHT AGENT

Summary

Air Freight Agent emphasizing quality customer service and air-cargo services. Hardworking and willing to work a flexible schedule, including weekends and holidays.

Highlights

- Safety-oriented
- Team player
- Skilled multi-tasker
- Safety checks
- Organized
- Security checks
- Staff training and development

Accomplishments

Increased airline revenue from all known shipper for all outbound and inbound freights and Indirect Air Courier customers.

Experience

08/2014 to 03/2016

Air Freight Agent Company Name - City , State Accepting, booking, inspecting and tracking outbound and inbound cargoes. Checking import/export documentation to determine cargo contents, and classifying goods into different fee or tariff groups, using a tariff coding system. Contacting vendors to resolve problems with shipments; Determining method of shipment, and preparing bills of lading, invoices, and other shipping documents. Entering shipping information into a computer by hand or by using a hand-held scanner that reads bar codes on goods. Handling special commodity shipment according to TSA, CBP and FAA Regulation. Direct or participate in cargo loading in order to ensure completeness of load and even distribution of weight. Verify and monitor all inbound freights and transferred cargoes from different freight forwarders; Preparing daily reports on all transactions. Providing front counter and direct customer service to all vendors and shippers; Inspecting and screening of all outbound freights accordingly. Handling, inspecting and preparing all Dangerous Goods documents, Human remains and live animals shipments. Assisting customers and arranging for pickup of freight and delivery to loading platform; notifying consignees on arrival of shipments and arranges for delivery to consignees. Preparing manifest to accompany shipments and notifying shippers of delays in departure of shipment.

04/2005 to 07/2010

Cargo Agent Company Name - City , State

- My responsibilities include: Tendering, accepting, booking, inspecting and tracking outbound and inbound cargoes.
- Checking import/ export documentation to determine cargo contents, and classifying goods into different fee or tariff groups, using a tariff coding system.
- Contacting vendors to resolve problems with shipments; Determining method of shipment, and preparing bills of lading, invoices, and other shipping documents.
- Entering shipping information into a computer by hand or by using a hand-held scanner that reads bar codes on goods.
- Handling special commodity shipment according to TSA, CBP and FAA Regulation.
- Direct or participate in cargo loading in order to ensure completeness of load and even distribution of weight.
- Verify and monitor all inbound freights and transferred cargoes from different freight forwarders; Preparing daily reports on all transactions.
- Providing front counter and direct customer service to all vendors and shippers; Inspecting and screening of all outbound freights accordingly.
- Handling, inspecting and preparing all Dangerous Goods documents, Human remains and live animals shipments.
- Assisting customers and arranging for pickup of freight and delivery to loading platform; notifying consignees on arrival of shipments and arranges for delivery to consignees.
- Preparing manifest to accompany shipments and notifying shippers of delays in departure of shipment.

08/2003 to 04/2005

Cargo Agent Company Name - City , State

- My responsibilities include: Tendering, Accepting, booking, inspecting and tracking outbound and inbound cargoes.
- Checking import/ export documentation to determine cargo contents, and classifying goods into different fee or tariff groups, using a tariff coding system.
- Contacting vendors to resolve problems with shipments; Determining method of shipment, and preparing bills of lading, invoices, and other shipping documents.
- Entering shipping information into a computer by hand or by using a hand-held scanner that reads bar codes on goods.
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Education

1987

AS : Liberal Arts & Business College of Micronesia - City , State Liberal Arts & Business

Skills

customer service, delivery, documentation, Inspecting, coding, scanner, shipping