



MACHIKO F. DE LEON

LOGISTICS OFFICER

PROFILE

Experienced Logistics Coordinator with 14 years of experience in the transportation, freight and logistics industry. Effective communicator with strong organizational, problem-solving and time-management skills. Proven track record of successful coordination of shipments. Highly adept in vendor relations and customer service.

CONTACT

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SKILLS

LOGISTICS ANALYSIS
SUPPLY CHAIN EXPERIENCE
INTERPERSONAL SKILLS
SOFTWARE PROFICIENCY (D365)

EDUCATION :

**Philippine School of Business
Administration, Quezon City, Philippines**
BS in Business Administration Major in
Management SY 1993 - 1997

WORK EXPERIENCE

AL FAKHER TOBACCO FACTORY FZE- SR LOGISTICS OFFICER

May 2013 – Aug 2024

- Coordinated the distribution of products and services to ensure timely deliveries.
- Developed and maintained strong relationships with carriers and vendors to ensure efficient transportation of goods and obtain the best prices.
- Collaborated with cross-functional teams such as warehouse, purchasing and sales to ensure the timely and accurate delivery of goods.
- Managed compliance with company policies and procedures, as well as national and international regulations.
- Organized relevant documents such as Invoice, PL, COO, BL/AWB for Export shipments.
- Executed a workflow for purchase requisitions and PO at D365 System.
- Performed attestations of documents via MOFAIC and EDAS websites.
- Arranged and managed booking for Air, Sea and Land shipments.
- Supervised and handled the files for submission of Exit documents to Customs Authority.

WIMPEYSHIPPING - LOGISTICS CO-ORDINATOR

Oct . 2009–Jan. 2013

- Managed all operation of shipment movements, Imports and Exports by Air , Land and Sea freight.
- Executed legalities such as Export declaration, Dubai Municipality and MOH permits for Import/Export Dangerous Goods for Air/Sea shipments.
- Oversaw all billing and collection of funds.
- Collaborated with Shipping/Forwarding Agents for timely deliveries of goods as per agreed terms.
- Organized relevant documents for Import & Export shipments.

SAFARPOUR GEN. TRADING CO. LLC - SECRETARY

Aug. 2008–Sept 2009

- Created and maintained filing systems.
- Managed the procurement and maintenance of office equipment and ensured everything is functioning properly.
- Prepare Invoices and follow up for payments.
- Co-ordinated meetings, appointments and travel arrangements.

TRAININGS & CERTIFICATION

International Purchasing & Supply Chain Management Institute

Certified International Trade, Shipping & Logistics Professional - Feb 2017

Blue Ocean Training & Consultancy

Certified Transportation & Logistics Professional–Jul 2016

Ajman Chamber of Commerce & Industry

Marine Insurance - May 2015