



# MATIAS, Jasmin S.

## Business Development

To apply in a position where by my knowledge, skills and abilities can be used. And be able to make a significant contribution to the company. Enrich my knowledge and encourage me to work to the best of my capabilities and provides opportunity for career growth.

## Contact

### Phone

+971588511654

### Email

jasminmatias@yahoo.com.ph

### Address

Al Muraqqabat, Dubai

## Education

2007 - 2009

**Bachelor of Science Major  
in Marketing**  
Rizal Technological University

## Skills and Abilities

- Customs Processor
- Liaison Officer
- Shipment Coordination
- Documentation
- HR Assistance
- Customer Service

## Experience

### November 2017 - December 2023

5S Logistics Transport & Freight Services | Parañaque

Business	Development	Officer/ Sales/Processor/Customer	Service/Documentation
<b>Import Export</b>			

- Handling bookings received from clients who have booked with different carriers and providing them with all the necessary shipment details
- Submitting the DG manifest after the carrier classifies the shipment as DG
- Compiling sailing schedule from various carriers to be distributed to various clients
- Telemarketing and providing leads to assigned Account Executive
- Sending weekly booking status report and cargo monitoring report to the shipper
- Monitoring the pull out of empty container and loaded container once stuffing is done
- Sending out payment requests to the carrier and any notice of delay
- Assisting the Account Executive in sending the rates quotation to the shipper
- Handling phone calls or inquiry received from the shipper or customers

### May 2016 - October 2016

International Specialty Concept (ZARA) | Mandaluyong  
**Cashier**

### November 2014 - February 2016

Olympic Village Gateway | Cubao City  
**Cashier**

### September 2013 - February

2014 Pro Parking | Ortigas City  
**Cashier**

### April 2010 - September 2010

Major Shopping Management Corp. (SM Megamall) | Mandaluyong  
**Cashier**

### October 2009 - March 2010

Jollibee Starmall Crossing | Mandaluyong  
**Cashier**

## Seminars Attended

### March 2008

Mushroom Innovation by ACES Organization  
Consultancy

and Marketing

### January 2008

National Service Training Jamboree