

Sample of Resume – Industries and Jobs (Logistic and Trading)

Job Title: Shipping Clerk

Chan Tai Man

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Profile

I am a quick learner with a positive attitude and confidence. I possess good communication skills and able to speak fluent English, Cantonese and Putonghua. I am seeking a position in a well-established company and available to report duty with immediate effect.

Work Experience

05/2019 – Present

Shipping Clerk

Trader 123 Shipping Company Ltd.

- Recorded shipment data, such as weight or discrepancies for reporting or recordkeeping purposes
- Prepared documents, such as bills of lading, shipping orders, or other documents requested by manager
- Contacted carrier agents to make arrangements and issue instructions for shipping orders
- Handled customers' enquiries and complaints

08/2017 – 04/2019

Shipping Clerk

ABC Marine Company Limited

- Prepared shipping documents for shipping schedule
- Kept warehouse organized for inventory management
- Determined method of shipment with knowledge of shipping procedures, routes and costs

Education

2016 – 2017

Foundation Certificate in Shipping & Import/Export

2010 – 2016

Hong Kong Secondary School

Skills

- Strong communication and organizational skills
- Able to prioritize tasks and multitask, and recognize the necessity of adhering to deadlines
- Ability to follow management instructions
- Attention to detail and accuracy