



Sta. Rosa, Philippines
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Guylenn Joy Mimay

To secure a position that leverages my experience in providing support to staff, my exposure to diverse cultures, my fast-learning abilities, and my knowledge of troubleshooting system units and basic electronic tools. I aim to contribute to the success of a company that values growth and innovation, while continuing to enhance my skills through exposure to current IT trends and solutions.

Skills

Adaptability

Microsoft Office

Ability to Work in a Team

Analytical Thinking

Effective Time Management

Ability to Multitask

Communication Skills

Computer Skills

Employment History

FREIGHT DATA VALIDATOR (FDV) at Expedock, California, USA (Remote)

September 2023 — Present

- Monitoring and tracking of invoice information in Cargo Wise.
- Developed macros to reduce time spent on manual data entry
- Backtracking and correcting errors in system
- Ensuring accuracy and completeness of tasks

Logistics Compliance Coordinator at HAULISTIC USA LLC, Chicago, USA (Remote)

May 2022 — August 2023

- Reviewing of carrier documents to ensure it's up to date
- Updating the system of internal controls to ensure accuracy
- Conducting data entry and verification to ensure accuracy
- Maintaining accurate overcharge checks records of claims

Import Coordinator at ARDOVLM, Quebec, Canada (Remote)

March 2021 — April 2022

- Identifying discrepancies between invoices and purchase orders
- Verifying and ensuring of accuracy in data entry
- Updating orders, shipments, and invoices
- Maintaining the database of vendors and suppliers.

Valuer Support Coordinator at JONESLANG LA SALLE (JLL), BGC

January 2021 — June 2021

- Updating property information and rentals in the system.
- Maintaining and organizing database of property listings
- Researching of properties market value and rental rates
- Maintaining the database to track and manage customer data

Process Expert at Panalpina GBS, Pasay

June 2017 — June 2020

Documentation Processing Ocean Imports (Canada Imports)

- Pulling of reports and Import File Opening.
- Processing of LCL/FCL and Intermodal.
- Track and Trace
- Cargo Wise & SAP Data entry.
- Updating the ETA and ETD of the Vessel
- Sending of reports to Team Lead

Validation and Mail out (Accounts Payable and Receivables)

- Managing accounts receivable and accounts payable processes
- Ensuring the accuracy and timeliness of payments
- Monitoring invoices to reduced overdue payments
- Maintaining and organizing of financial documents
- Sending of invoices, financial requirements and other reports

Europe & Transpacific Ocean Export Analyst at M.O.L, Muntinlupa

September 2012 — June 2017

- Reviewing of Shippers Instruction and EDI.
- Processing of export files & printing of Bill of Lading
- Ensuring the correct routing of the vessel
- Updating the correct payment terms (Prepaid/Collect)
- Processing special shipment (Dangerous/Hazardous Goods)

Billing Assistant at FUJITSU PHILIPPINES INC., Makati City

January 2014 — January 2015

- Assisting with data entry into the billing system
- Maintaining financial record to ensure accuracy of records
- Collaborating with other departments to resolve billing and invoicing issues
- Assisting with audits, providing necessary documents and information to auditors
- Organizing and filing of financial records

Accounting Assistant at MATERIAL SOLUTIONS, Muntinlupa

October 2011 — June 2012

- Providing assistance and support to colleagues
- Processing invoices and payments in a timely manner.
- Assisting with the preparation of financial statements for accurate and timely financial reporting process

Education

Associate in Computer Technology, Pamantasan ng Lungsod ng Muntinlupa

June 2007 — April 2011

References

References available upon request