



JUSTIN PAUL G. DUPALCO



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Career Objective

I'm BS Customs Administration graduate, who wants to get an opportunity where I can make the best of my potential and contribute to the organization's growth. I am motivated and hardworking individual who looks for a responsible role in a reputable organization, which offers challenging opportunities and utilize my knowledge and skills, and enables to progress my career.

Professional work Experience

Custard Apple Company 2018- 2020

- Computer Hardware Maintenance

Dolor Customs Brokerage and Cargo Handling Services 2022-2023

Liasson officer, I am assigned in Department of Operation

- Banking, Collecting Cheques, Deposit Cheques and Cash Deposit
- Arranging Documentations
- Meeting clients
- Processing clearance

Pacific Orient Trading LLC 2023

- Admin assistant
- Operational assistant
- Purchased encoder

Certificate

PEME Consultancy, Inc.

- Certified **SAFETY OFFICER 2**
Basic occupational Safety and Health

Personal Skills

- Good Interpersonal
- Work Ethic
- Communication Skill
- Flexibility
- Time Management
- Negotiation
- Problem-Solving
- Creative Thinking
- Teamwork
- Active Listening
- Negotiation
- Decision Making
- Administrative Skills.

Technical Skills

- Computer Hardware Learnings
- Data analysis
- Determine and Track Duties and Taxes Payable
- Process Payments
- Coping with deadlines
- Microsoft Office (MS Word, Excel, Power point,)
- Coordinating schedules/time
- Operating systems
- Research skills

Education

Bachelor of Science in Customs Administration

Ramon Magsaysay Memorial Colleges

2019 – 2022

Senior High School 2017-2019

STI- (Information and Communications Technology)

SPED Integrated School

2012 – 2017 (High School)

Personal Data:

Male, Single, Filipino, born on 29 March 1999 and is currently residing in Dubai Land
Residence, UAE

CHARACTER REFERENCES

Available upon request