

## Contato

Dublin 8, Ireland  
0838523704 (Mobile)  
deise.css@gmail.com

[www.linkedin.com/in/deise-silva-101547b5](http://www.linkedin.com/in/deise-silva-101547b5) (LinkedIn)

## Principais competências

English  
Microsoft Excel  
Planejamento estratégico

## Languages

Português (Native or Bilingual)  
Inglês (Full Professional)  
Espanhol (Elementary)

# Deise Silva

Document Control of export at UPS

## Resumo

Consequently moved to Ireland intending to improve my aptitudes of English and ended up with a degree certificate of Business Degree at Independent College of Dublin, however Since 2011 Graduated in Foreign Trade at the Universidad Nove de Julho in Brazil, with experience in International Transport, over 4 years in named organizations, Starting a college in other country gave me the opportunities internationally in the area of international transport.

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## Experiência

### UPS

Document Control of export  
outubro de 2019 - Present (10 meses)  
Dublin, Ireland

Administration of the movement in stock inbound, outbound and within the warehouse, Updating all relevant systems accurately and in a timely manner. Administration relating to the processing of containerised inbound orders in a timely manner. Communication with our purchasing department, customer service department arrange any necessary logistics for the return of the repaired product

### TNT

Internship Trainee  
dezembro de 2018 - janeiro de 2019 (2 meses)  
County Dublin, Ireland

Checking invoices.  
Tracking orders to ensure timely deliveries.  
Signing driver transport documents.  
Logging and adding driver times.  
Review deliveries with customers to ensure products meet their needs.  
Obtain delivery confirmations from each customer.  
Maintain ongoing communication with route dispatcher

### Servimex Logística

## Import Assistant

setembro de 2014 - janeiro de 2016 (1 ano 5 meses)

Moema

Process management of import at HUNTSMAN QUIMICA BRASIL, coordination of air shipments, sea and road of raw material for internal production and samples by courier.

Knowledge in costs controls of foreign trade operations as suppliers, freight forwarder, broker and haulage, responsible to sending the instruction to the broker, freight quotation and booking requests, internal procedure such as forwarding federal taxes.

Responsible to sending cash holding, conferring and requesting of registration and payment of customs expenses, control of the purchase and import file, follow-up of the processes with import license and request of them, monitoring of deferment and control of batch instructions for each product/process.

Analysis and control of payments related to repairs of CNTRs with the shipowner and analysis regarding payment of demurrage.

## Haidar Transportes e Logística Ltda

### Import Assistant

setembro de 2011 - outubro de 2013 (2 anos 2 meses)

Aclimação

Coordinator of customs clearance operation of Transportation GE, Heath Care Bayer and Boston Scientific and Siemens Wind Energy, elaboration, conference and monitoring of the issuance of import license.

Opening and closing process in the system and control of originals shipping documents, daily follow up the arrival of maritime and air traffic, requests for payments to the customer, such as local fees, collections fees, and other costs.

Customer service and follow-up, emission of NF-e in the SAP system, management of transport from clearance to entry into stock.

## Credigy

### TEAM LIDER/BILLING ASSISTANT

dezembro de 2010 - junho de 2011 (7 meses)

Barra Funda

Collection of securities in the portfolio, reconciliation of payments of receipts and deposits of financing, billing negotiation links and scheduling payments, judicial and extrajudicial collections, to put data into the system.

Monitoring and control of accounts receivable, accounts payable, cash flow, billing, and final customer credit analysis and registration approval, contact with customers to make the agreement.

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## Formação acadêmica

Independent College Dublin

BA (HONOURS) In Business Studies , Business · (2018 - 2020)

Uninove - Universidade Nove de Julho

Tecnologia Comercio Exterior, Negócios Internacionais e Comércio Exterior · (2009 - 2011)

Centro Universitário Senac

Importação, Negócios Internacionais e Comércio Exterior · (2014 - 2014)

Independent College Dublin

Bachelor's degree, Business · (2018 - 2020)