

Lauren Tohme

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Experienced Import -Export agent - Custom rater -Transport Agent with a demonstrated history of working in the logistics and supply chain industry. Skilled in Negotiation, Operations Management, Import, Freight, and Ocean Transportation. Strong operations professional graduated from Canadian Society of Customs Brokers and CIFFA

Academic Qualification

2018 Dangerous goods Certificate (By Livingston International)
2016 Certified Custom Specialist (Canadian Society of Custom Brokers)
2015 Advanced Certificate (CIFFA)
2014 International Transportation & Trade Essentials of Freight forwarding (CIFFA)
2002 - 2003 Arab Open University (One Year) Business Administration
2001 Training Diploma in Information Technology New Horizon
1996 -1997 High School Graduation Literal Section

SKILLS

Microsoft Word Microsoft Excel Power Point Access Adobe Photoshop Microsoft Outlook Corel Draw Acuterm(Custom)
Fenix (Custom) Gt Nexus (Export) Pegasus (export)
Dispatch-Mate / ISAAC (Transport)

Languages

English (spoken and written); French (spoken and written)

Professional Experience

July 2020 – Present Go expedited : Customer Service

- Create file on the system for loads request.
- Follow up on POD'S
- Check on waiting time for drivers
- Enter Time in & Time out for drivers.

July 2019 - March 2020 Bollore Logistics: Ocean Export Agent

- Negotiate and complete price quotes and costs to submit to the client (Incoterm knowledge).
- Reserve bookings with carriers and arrange for pickup from Client door to Terminals. with Agricultural customers, animal food, cat litter Etc.
- Create file and input booking details into system, and send booking confirmation to client Experience
- Provide assistance within the Sea Freight Export operations to Asia, South America , Europe, Middle East, Australia and Africa, Cross trade US To other countries.

- Maintain high degree of organization to ensure cargo and documentation deadlines are met Mbl/Hbl/ B13 and VGM.
- Send instructions to carriers in addition to the preparation, processing, and verification for accuracy and shipment of all cargo-related export documents (Approve MBL).
- Issue Certificate of Origin, Insurance Certificate and any other documents.
- Knowledge of Letters of Credit. -Arranging for legalization of documents and /or inspection (if necessary) (as per Migra's Canadian export guide), follow on import permit, Ectn, Fumigation certificate, Dangerous good documents.
- Issue or approve invoices for customers and carriers.

Weekend job: 2019-2020 Embassy plaza -Event Coordinator

- Welcome visitors
- Coat check for big events
- Cashier
- Kitchen help

Feb. 2018 - June 2019 Livingston International: Technician Ocean Export

- Reserve bookings with carriers.
- Create file and input booking details into system, and send booking confirmation to client.
- Provide assistance within the Sea Freight Export operations to Asia, South America , Europe, Middle

East, Australia and Cross trade US To other countries.

- Arranging pick up of shipment, documentation, MBL, HBL, B-13s,VGM etc.
- Issue Certificate of Origin, Insurance Certificate.
- Partnering with steamship lines and co-loaders to ship cargo.
- Follow letter of credit instructions. -Monitor and trace various cargo shipments until delivered.
- Issue or approve invoices for customers and carriers.

June 2012 - Jan. 2018 Traffic Tech International: Ocean Import Agent / Custom Agent

- Follow up warehouses for Ocean import department.
- Verifications' of OBL & payment requirements prior to shipment release.
- Knowledge of CN & CP Rail system and more -Pay Carriers.
- Do Split shipment with Canada Custom for approval.
- Notify clients arrival of shipments. -Send manifest to Brokers.
- Invoicing client.
- Communicate with worldwide offices/agents regarding proper documentation for imports.
- Data entry (open customers files, validate information, credit and invoicing)
- track & trace.

Aug. 2007 - Sep. 2009 Expeditors International: Custom Agent

- release and rating experience.
- Analyze and process documents to determine applicable customs tariffs, rating, duties and tax rates (B3).

- Billing and other duties as assigned.

May 2006 - Aug. 2007 UPS-SCS: Assistant for Custom department

- Enter LVS shipments into customs (from data entry to rating).
- Contact clients for missing customs documentation.
- Follow-up on ocean import files (tracking) for Eta.
- Arrange PARS shipments -Offer excellent customer service.
- General office duties related to the position.

Sep. 2004 - May 2006 Moores Clothing for men: Operation Manager

- Adhere to Tuxedo Business Rules and Operations in the Tuxedo Manual and procedures as

instructed.

- Manage all order entry functions and ensure timely entry.
- Manage customer files and delivery system.
- Market the store tuxedo rental business in the following ways-Attend all area bridal shows as requested. Call potential brides from bridal show lists and market our service.
- Market our services for prom and formal dances at local high schools, and recruit and train high

school representatives.

- school marketing.

April 2001 - Feb. 2004 Al Hamra Kuwait Company : Administration Assistant.

- Management / Maintenance of Manual Filing & Mailing System.
- Internal and External Correspondence. Office Administration & Other office Procedures.
- Preparing Tenders.
- Data Entry.
- Arranging Meetings and preparing Minutes of meeting.
- Making Travel arrangement -Internet and emails.
- Assisting Accounts department in daily, weekly, and monthly reports.

Sep.1998-Feb.2001 Linea Verde Fabrics and Interior Design : Administration Assistant and Sales Coordinator.

- Management / Maintenance of Manual Filing & Mailing System.
- Internal and External Correspondence.
- Office Administration & Other office Procedures.
- Preparing Tenders.
- Preparing Events (Flyers-Materials-Marketing).
- Data Entry.
- Arranging Meetings and preparing Minutes of meeting. -Making Travel arrangement.
- Internet and emails. -Assisting Marketing department in daily, weekly, and monthly reports.
- Sales Skills (Furniture, Fabrics, Interior Design, Fashion).