

# José Alberto Mendoza



## Contact

**Address:**  
Via Napoles 252  
Fraccinamiento Modena Apoadaca

**Phone:**  
8180757898

**Email:**  
Mendoza1702@outlook.com

## Languages

Spanish – NATIVE  
English – 80 %

## Hobbies

- Tennis
- Swim
- Photography

## PROFILE

Im a skilled person for teamwork, organized and perceptive of the urgencies and needs of the area; I do not hesitate to investigate and solve problems, disciplined and focused on achieving the objectives.

during my working years I have been keeping my work area in constantly updating; as well my work team to convey the sense of proactivity and continuous improvement. The discipline and commitment factors for achievements in my diverse positions, such as the reduction of costs in logistics routes, reduction of time in imports and exports, training to the other members of the company to improve administrative processes and control of auditable import and export files.

## Summary

### Skill Highlights

- Teamwork
- Strong decision maker
- Complex problem solver
- Service-focused

## Experience

### Ansell Mexico

#### 2021. Actual

- Property management, inventory control and maintenance of the physical condition of the property
- Exportation control (Documentation, booking, customs broker contact)
- Importation control of documents
- Contact with the shipping lines and trucking lines

### Air Container Logistics

#### 2016.2021

- Import- Export (Sea, Land & Air)
- Supplier Development (Evaluation and Hiring of Freights)
- Analyst Expense Account and Billing
- Tracking Shipments
- Elaboration of Customs Documentation
- Customer Service
- Anexo 24
- Deal with Customs Agents-Trucking Companies National Purchases
- Warehouse Control (In &Out, repack, inspection, inventories, Supply to production lines)

### Denso

#### 2015-2016 Import Coordinator

- Ocean Import, Control of Import Documents, Contact With
- Shipping Lines, Improve In Import Process, Supplier Development

### Dimsa

- 2015 Jun. Dec External consultant
- External Trade Consulting
- Support to The Customer in Trade Consulting, Review
- Classification Of Finished Goods
- Documents, Help with Export Operations, Virtual Operations (V1)

### San Mina Sci

- 2011-2015 Import-Export Analyst
- Import and Export Coordination's
- Control Cost and Measurement of Kpi
- Review of Certificated of Origin
- Material Expediting
- Virtual Operations (V1, Regime)
- Shipment Monitoring
- Coordination of National and International Shipments, Elaboration of Customs Documentation
- Improvement in Logistics Processes: In New Software to Create
- Shipping Docs
- Classification Of Finished Goods

## Education

Universidad Autónoma De Nuevo León (UANL)2007 - 2011 Certifications

**MRP:**  
Oracle & SAP  
**Certified**  
Incoterms