
Booking Clerk Resume

Job Objective

Seeking a Booking Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Booking Clerk, May 2004 – Present
SOS Staffing, Edwardsville, IL

- Booked outbound freight shipments and ensured maximum use of available cargo space on company ships.
- Ensured orderly booking sheet and ascertained availability of cargo space.
- Furthered to inform shipper of ship's name on which cargo is booked, sailing date, and cargo delivery date.
- Familiarized with computing and record charges, refunds, cost of lost or damaged goods, and similar items.
- Appraised typing vouchers, invoices, checks, account statements, reports, and other records and reconcile bank statements.
- Managed to resolve and simplify scheduled shift in accordance with company policy.

Booking Clerk, March 2002 – April 2004
COASTAL SUPPLY, Edwardsville, IL

- Measured cargo data on booking control sheet, listing tonnage and computed type of cargo, shipper's name, and cargo destination.
 - Obtained cargo data from shipper, such as type, tonnage, destination, and shipping date, in order to determine allocation of cargo and fully utilize capacity of each ship.
 - Determined allocation in accordance to type of cargo booked.
 - Coordinated with other workers and check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by them.
 - Analyzed and computed business transactions like funds received/disbursed, totals etc.
 - Audited and classified recorded data to keep financial records complete and updated.
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Summary of Qualifications:

- Excellent knowledge of cargo handling and general understanding of basic accounting
 - Ability to perform billing activities accurately
 - Able to follow procedures for keeping records
 - Proficient in Microsoft Word, Microsoft Excel, Power point, Internet and data processing
 - Excellent ability to verify data input and correct errors
 - Ability to work or interpret data independently
 - Able to perform clerical work with speed and accuracy
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Education:

Associate Degree in Finance, Pima Community College, Tucson, AZ

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