

FRITZ EDWARD C. AGUILOS

ADMINISTRATIVE ASSISTANT/LOGISTICS COORDINATOR

CONTACT INFORMATION

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SUMMARY

Detail-oriented and reliable Data Entry Professional with experience in Administrative Assistance and Seafaring. Skilled in data entry, document management, file organization, record keeping, and administrative support. Proficient in Google Workspace and Microsoft Office, with strong attention to detail, accuracy, and time management. Adaptable, hardworking, and committed to maintaining accurate information while meeting deadlines. Able to work independently and collaborate effectively with teams.

CORE ADMINISTRATIVE SKILLS

- Data Entry and Data Processing
- Accurate Data Encoding
- Microsoft Excel and Google Sheets
- Microsoft Word and Google Docs
- Document Management and File Organization
- Record Keeping and Database Updating
- Data Verification and Accuracy Checking
- Administrative Support
- Email Management
- Time Management and Organization
- Quickbooks Online
- HubSpot CRM

WORK EXPERIENCE

Able-Bodied Seaman | (Hellenic Manning Overseas Inc.)

May 2019 – March 2026

- Handled and maintained ship, cargo, and port documentation, including Bills of Lading and Notices of Readiness (NOR).
- Ensured accuracy and completeness of records in compliance with company procedures and maritime regulations.
- Coordinated with vessel officers, loading masters, ship inspectors, and port authorities of different nationalities.
- Assisted with cargo operations, documentation, and daily vessel activities.
- Demonstrated strong attention to detail, time management, teamwork, and the ability to work under pressure.

Data Entry Professional (Administrative Support) | (Navis Maritime Services Inc.)

January 2018 - April 2019

- Processed 5,000+ Seafarer Records with 100% Data Accuracy, Efficiently Managing 30–40+ Crew Members Daily While Ensuring Accurate Documentation and Smooth Administrative Operations.
- Handled data entry and ensured accuracy of records and information.
- Coordinated appointments, meetings, and daily administrative activities.
- Proficient in Microsoft Office, Google Workspace, Microsoft Excel, and Google Sheets, with strong expertise in data management, documentation, and administrative support.
- Provided reliable administrative and operational support to the team.

PROFESSIONAL STRENGTHS

- Organization | Attention to Detail | Reliability | Communication | Time Management | Adaptability | Problem Solving | Teamwork

EDUCATION

Bachelor of Science in Marine Transpotation **2013-2016**

VIRTUAL ASSISTANT TRAININGS

PRO VA GENERAL VIRTUAL ASSISTANT TRANING **SEPT 2026**

REFERENCES

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