

CURRICULUM VITAE OF ARSISH GANASRAM

Surname: Ganasram
First Names: Arsish
ID number: 861118 5040 082
Drivers Licence: Yes Code 8 Motor Vehicle
Forklift license: 7 tons and 45ton reach stacker under supervision only
Home Language: English
Contact numbers: 031 4097519 084 758 2444
Area of residence: 305 Alpine Drive Shallcross Durban 4093
Age: 32
Status: Single
Relocation if needed: JHB- any location
Passport: Yes

Education

High School attended: Wingen heights secondary
Highest Standard/Grade passed: Matric
Year: 2004
Subjects: English, Afrikaans, Bio, Math's, Accounting, Geography

Tertiary Education

Institution: Careers 2000
Qualification: Business and computers Studies
Year: 2005

Computer and Business skills

- Pastel Accounting
- IT Essentials: Hardware and Software
- Microsoft Office, Outlook XP, FrontPage, Publisher
- Corel WordPerfect Office
- Business skills: office administration, entrepreneurship, bookkeeping, marketing and business management

In-service Training:

Company: Department of Health: RK Khan Hospital

Employer Details: Tel: (031) 459 6000

Job Description: Included the following:

- Week 1: 04/07/05 to 08/07/05 – Assisted in the radiography department with administration
- Week 2: 11/07/05 to 15/07/05 – Assisted in the stock room with stocktaking and administration
- Week 3: 18/07/05 to 22/07/05 – Assisted in the Human Resources Department with general administration duties

Started on: 4 July 2005

Completed on: 22 July 2005

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In-service Training:

Company: Richards's logistics services (Clearing & Forwarding)

Job Description: Opening of clearing File for Reference
Receive ANF from Shipping Line or Groupage operator
Inquire of Original Bill of lading / House Bill is needed
Commercial Invoice
Packing list
Clearing instructions
Shipping line or Groupage agents costings
Note if detained by any government authorizes
If so, arrange with correct parties
Transporter instruction / transport costs
Storage free period at depot / terminal
Demurrage return / late turn in
Prepare final file for release from depot / shipping line
Final costing to accounts for payment from customer

Started: March 06 2013 week training

Reference: Company closed down in 2016 liquidation

Work History:

Company: Sharaf Group (Diamond Shipping Services) div
Gold Star Line (ZIM integrated Shipping)

Dates: 21 June 2018- Current

Position: Import controller (Freight Desk)

Duties:
Subtitles: Import
ANF – sending to customers and CNEE
Track & trace unknown CNEE
Basic Landside and Freight charges
Navis Release from Transnet

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Subtitles: Customs role

State warehouse containers after 28 days & sale
Liaising with SARS & SAPS & CCU &
Government officials for handling and booking examinations
Pre-acquittals for vessel arrival – TNPA/ SARS
DRO release from depot / terminal orders

Company: CMA CGM Shipping Agency Durban

Dates: 01 June 2013- 30 April 2018

Position: Import controller (Freight Desk)

Duties:

Subtitles: Import

Reconcile Discharge list
ANF – sending to customers and CNEE
Track & trace unknown CNEE
Basic Landside and Freight charges
Navis Release from Transnet
Acquittals for SARS after 28 days

Subtitles: Customs role

State warehouse containers after 28 days & sale
Demurrage and detention for containers not returned with time or days
Liaising with SARS & SAPS & CCU &
Government officials for handling and booking examinations
Pre-acquittals for vessel arrival – TNPA/ SARS
DRO release from depot / terminal orders

Subtitles: Transport

Carrier Haulage via Road / Rail (Zimbabwe, Zambia, Maseru, Swaziland,
Botswana, Bulawayo)
Local Transport via Road / rail / sea
TBL Shipments ANF sending
Empty depot release
Empty Depot transport for packing and stacking

Subtitles: Accounting

Reconcile Debit and Credit notes with amounts
Receipt of Funds
Debt collector at times

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Subtitles: Customer service enquiry
Freight Rate Queries regarding costing
SOB dates depending on sailing
Export CTO stamping and tracking
Import tracking and tracing
Quotations on new business and sales

Company: Grindrod Inter-modal

Dates: 11 May 2012 till December 2012

Position: Administration controller

Duties: All handling of customs examinations.
Booking of examination with various government officials and departments
Liaise with clients and clearing agents and shipping line.
Unpacking and repacking containers, cross dock and export packing.
Tally clerk and supervisor at times.
Assisted in marketing new clients and accounts
Driver and messenger
Stock control
Data capturer
Haz chem. Approved worker and certificate.
Releasing, receiving and dispatch clerk for all import and export,
Empty, full containers and cargo
Has knowledge of framing bill of entries.

Reference: Krish Ramdhin- Business Manager 0792281966 (retrenched)

Company: SACD-South African Container Depot

Dates: 01/10/2007 till 10 May 2012

Position: Filing Clerk

Duties: Filing of DRO's (delivery release orders), CRA (cargo release advise)
And manifests.
Dealing with customers queries.

Position: Release clerk

Duties: Releasing full containers to transporters.
Releasing cargo local/over border and depot to depot transfer.
Help with queries

Position: Customs clerk

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Duties: Booking of all stopped cargo and containers.
Liaising with port health. state vet .plant inspection, border police,
Customs and customs border control unit, shipping lines,
Clearing agents, booking agents and importers.
I handle all booking of import export exams within the depot.

Position: Tracking
Duties: General tracking of containers and cargo
Physical check also
Data Capture and queries

Position: Recon, Data capturer
Duties: Filing of all import and export documentation
Handle all queries and assist customers (i.e.: clearing agents
Shipping lines and clients directly.
Tracking of containers in /out. (Fcl gate clerk)

References: SACD-Derek Pillay 031 466 8200

Company: UCM (Unilever/Smollans Group)
Dates: 01/03/2007 till 20/09/2007
Position: Field marketer
Duties: Making of orders and returns, interacting with customers and other companies,
merchandising, promotions, influence customers and managers on company
products, control of team members, sales increase and decrease, product
availability, daily contact with managers.

Contactable references

Name	Company	Job Title	Phone number	Alternative Number
Mervin	Unilever	Line Manager	083 630 9571	082 310 4814

Company: Fairy Ville Holdings Pty Ltd (engen service station)

Dates: 06/03/2006 till 23/01/2007
Position: Admin clerk
Duties: General Office Admin, back office clerk, computers, Stocktaking, Merchandising,
Cashier, Assistant manager of business, assist in making of orders, working beside a
sales rep, CCTV literate, forecourt supervisor.

Reason for leaving: Business closed down