CURRICULUM VITAE

OF

NADIA HANIFF

PERSONAL DETAILS

FULL NAMES:

Nadia Haniff

IDENTITY NUMBER:

930930 0160 088

GENDER:

Female

NATIONALITY:

South African

POSTAL ADDRESS:

570 Brickfield Road,

Overport

RELIGION:

Christian

MARITAL STATUS:

Single

HEALTH:

Excellent

DEPENDANTS:

None

CRIMINAL OFFENCES:

None

HOME LANGUAGE:

English

CONTACT INFO:

Cell No. - 074 490 60 64

Email – <u>Nadia.Haniff@za.dsv.com</u> Email – <u>Nadiahaniff93@gmail.com</u>

DRIVER'S LICENSE:

Yes

EDUCATIONAL QUALIFICATIONS

SECONDARY EDUCATION

SCHOOL ATTENDED:

Centenary Secondary School (2007 – 2011)

HIGHEST STANDARD PASSED:

Matric (Admission for Bachelor's Degree)

SUBJECTS PASSED:

English
Afrikaans
Mathematics
Accounting
Economics

Business Economics Life Orientation

CERTIFICATES OF MERIT:

Upon request

TERTIARY EDUCATION

SECONDARY EDUCATION:

Matric (Admission for Bachelors Degree)

TERITARY EDUCATION:

- Institution Attended: Metro Minds (20163)
 Qualification: National Certificate Freight Forwarding and Customs Compliance, Level 3
- Institution Attended: Skills Development Specialist CC
 Qualification: Certificate of South African Customs Compliance Part 1
- Institution Attended: Skills Development Specialist CC Qualification: Freight Forwarding Part 1

WORK EXPERIENCE

1. PLACE OF WORK:

DSV Air & Sea

March 2013 – Feb 2014 (Learnership)

March 2014 - Current

POSITION HELD:

Transport Clerk / Release Clerk (Ocean

Imports)

Roadfreight Controller (Crossborder) Freight Forwarder (Crossborder)

DUTIES:

Transport Clerk (Ocean Imports)

Controlling the Warehouse process Planning and Finalizing Deliveries

Client Liaison Estimates / Quotes Charges Sheets

Release Clerk (Ocean Imports)

Compiling documents for Departments of Health, Agriculture and State Vet. Forwarding Documents to Shipping line for release

or rerease

Instructing Transporters

Updating Controllers on status of files

Roadfreight Controller (Crossborder)

Client Liaison

Estimates / Quotes

Obtaining documents from clients

Registration of files

Files to Entries – Sea and Road Freight

Compiling documents for Departments of

Health, Agriculture and State Vet

Processing of Cargo Dues

Forwarding Documents to Shipping line

for release

Processing Manifests / Border Documents

Liaising with various Border Posts

(RSA and Crossborder)

Planning and Finalizing Deliveries

Tracking Road/Rail deliveries

for clients in various Crossborder countries Data capturing on various systems/ reports Invoicing Dispatching documents

Freight Fowarder (Crossborder)

Start to End process i.e.

Client Liaison

Estimates / Quotes

Forwarding i.e. liaising with origin offices (various countries) to arrange Bookings /

Slots with various Shipping lines

Liaising with shipping lines on securing

Space/ Equipment/ Sailings

NRA Filing

Tracking vessels/ containers

Obtaining documents from clients

Files to Entries – Sea and Road Freight

Compiling documents for Departments of

Health, Agriculture and State Vet

Processing Cargo Dues

Forwarding Documents to Shipping line

for release

Processing Manifests / Border Documents

Liaising with various Border Posts

(RSA and Crossborder)

Planning and Finalizing Deliveries

Tracking Road/Rail deliveries

for clients in various Crossborder countries

Data capturing on various systems/ reports

Invoicing

Dispatching documents

IN HOUSE SYSTEM:

Navision, ESF, Empower, CargoWise, Purchase Order Management (POM)

2. PLACE OF WORK:

Woolworths (Westwood Mall)

PERIOD:

July 2012 - Dec 2012

POSITION HELD:

Sales Associate

3. PLACE OF WORK:

Frontline Underwriters

PERIOD:

January 2012 - June 2012

POSITION HELD:

Receptionist / Admin

REFERENCE:

Ashwin Jugernath - 031 562 0155

SYSTEM KNOWLEDGE:

Microsoft Office (Word & Excel)

Microsoft Outlook

TO MY PROPECTIVE EMPLOYER

Thank you for taking the time to peruse through my Curriculum Vitae.

I am an ambitious and dedicated individual who does not lack initiative. I am a team player with exceptional workmanship, and I believe in ensuring and uplifting company values and morals.

I have always been commended on my work ethics. My key attributes to any work situation or task given to me are dedication, perseverance and honesty.

I am loyal and respectful to my employer, my supervisor, my work colleagues, as well as to my clients. I can easily adapt to changes, relate, and work well along with people of different races, cultures, levels, religions and genders. I am also helpful and reliable. I work well under pressure and I can meet demanding deadlines. I am a perfectionist who strives for excellence in everything I do. I am always energetic and confident, and I am willing to participate in all aspects of the organisation. I refrain from work politics. I also accept discipline and I abide by all company rules, as I know it is a form of protection for the company, its client base and myself.

I firmly believe that I can be an asset to your company with all the skills I have acquired over the years, and I am always willing to learn.

I have and always will uphold the vision and mission of every organisation I serve.

Hoping my application meets with your approval. I await your response with much anticipation.



STATEMENT OF RESULTS / STAAT VAN UITSLAE NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT

NOVEMBER 2011

NADIA HANIFF

EXAMINATION NUMBER / EKSAMENNOMMER

25479805

ID NUMBER / ID NOMMER

9309300160088

CENTRE / SENTRUM

(5411206) CENTENARY S

(4) eTHEKWINI KWA-ZULU NATAL DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke		Achievement level Prestasievlak
	English Home Language	67	. 5
AFRFA	Afrikaans First Additional Language	55	4
MLIT	Mathematical Literacy	62	- 5
LIFE	Life Orientation Accounting	.73 , ,	6
ACCN	Accounting	45	16 - 16 - 16 - 15 - 15 - 15 - 15 - 15 -
BSTD	Business Studies		No SEE 618 TRACE
	Economics	58	4
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	i i
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXX

The candidate qualifies for the National Senior Certificate and has met the minimum requirements for admission to bachelors' degree, diploma or higher certificate study as gazetted for admission to higher education.

DATE /DATUM

2011/12/30

Head of Department : Education Departementshoof : Onderwys

Achievement Level Prestasieviak	Achievement Description Prestasiebeskrywing	Marks % Punte %			
7	Oustanding achievement / Ultimuntende prestasie	80 - 100			
6	Meritorious achievement / Verdiensteliķe prestasie	70 - 79			
5	Substantial achievement / Beduidende prestasie	60 - 69			
4	Adequate achievement / Voldoende prestasle	50 - 59			
3	Moderate achievement / Matige prestasie	40 - 49			
2	Elementary achievement / Basiese prestasle	30 - 39			
1	Not achieved / Ontoereikende prestasie	0 - 29			

A NATIONAL SENIOR CERTIFICATE WILL BE FORWARDED TO THE SCHOOL.



CERTIFICATE OF COMPETENCE

We certify that

Nadia Haniff

9309300160088

has successfully completed

59365

National Certificate: Freight Forwarding & Customs Compliance

146

SAQA/

LEVEL

CREDITS

DIRECTOR

PROGRAM CODE

TRAINING EXECUTIVE

UNIT STANDARD / QUALIFICATION /

SKILLS PROGRAM

CERTIFICATE NO:

Date: 28 March 2014

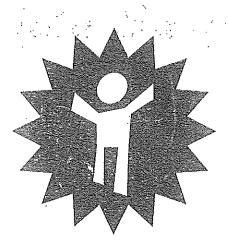
1755

METRO MINDS PTY (Ltd) www.metromlnds.co.za SETA ETQA #2247 TETA 110-112



This Certificate is awarded to

Madia Hauiff



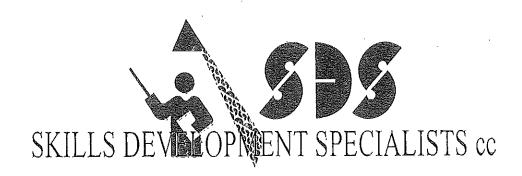
TRAINING EXECUTIVE





Statement of Result
Freight Forwarding & Customs Compliance Level 3
(Statement of Result in accordance to 59365 National Qualification: Freight Forwarding & Customs Clearing, Level 3)
Credits 146

Learner details					.,,				
Name & Sumame			Haniff, Nedja						
ID Number			9309300160088						
Employer			UTI						
Tel Number			031-3106181						
Email address			nhaniff@go2uli.com						
Dale			28th March 2014						
Assessor details			Yolandi Dercksen / Michael Breakey						
Internal Moderator details		Juliette Fourie							
Provider details									
		Melro Minds (PTY) Ltd		i					
Name		TETA 110-112			 				
Accreditation number		SSETA 2247							
						 			
Tel number		011-39617	lla Valencia	Anemonn	Sic Glen M	arals, Kempto	n Park		
Address	Credits	KQ %	POE %	AP%	WPA %	Competent	Weighted %		
Unit Standard					100.00	Y	92,10		
7175 - Provide customer service	3	93.00	85.00	96.00	100.00	Y	84,35		
14182 - Comply with organisational ethics	4	80,00	80.00	89.00		├── Ÿ			
252424 - Outline the structure of the surface freight forwarding environment	4	88.00	91,00	100,00	100.00		92,50		
262430 - Explain and Identify sea freight carriers and agents	4	91,00	85,00	86,00	100.00	Y	89.80		
252438 - Apply groupage processes and procedures to cargo Imported by surface	5	00,08	89.00	86,00	100.00	Y	86.60		
262422 - Calculate cost of airfreight	5	80,00	100.00	100,00	100,00	Y	92.00		
252413 - Describe and apply the regulations and documentary requirements which govern						1	j		
international trade	8	t00.00	95,00	93,00	100.00	Y	97.45		
252416 - Describe and apply the Customs and Excise Act	6	66,00	89.00	93,00	100.00	Y	90.05		
252423 - Explain the administration of a freight forwarding and clearing operation	5	94,00	88.00	90,00	100.00	Y	92.50		
252411 - Generate Invoices, credit notes and landed costing	3	85.00	95.00	89.00	100.00	Y	90,85		
252436 - Apply basic invoicing and accounting principles	6	85,00	90,00	87.00	100.00	Y	89,05		
120009 - Demonstrate knowledge and understanding of transportation insurance.	3	96.00	35,00	87.00	100.00	Y	76,95		
120009 - Demonstrate knowledge and differentially of transportation of a consignment of goods.	3	96.00	35.00	100.00	100,00	Ý	78,90		
252419 - Comply with procedures in respect of lost, discrepant and damaged cargo.	3	96,00	90.00	94,00	100.00	Ϋ́	94.50		
252419 - Comply with procedures in respect of rost, discrepant and damaged cargo:	5	94.00	93,00	90.00	100,00	Ý	94.00		
119457 - Interpret and use information from texts	5	97.00	90,00	90.00	100,00	l ÿ	94.30		
119465 - Write/present text for a range communicative context	<u> </u>	37.00		00,00	100,00		- 100		
9010 - Demonstrate an understanding of the use of different number bases and measurement	2	98,00	87.00	90.00	100.00	Y	93,80		
unils and an aware		84,00	90.00	94.00	100,00	 	89.70		
9012 - Investigate life and work related problems using data and probabilities	5	84.00	90.00	94.00	100.00	 	03.70		
9013 - Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in	Ι.			05.00	400.00	γ .	76.05		
different co	4	51.00	88.00	95,00	100.00	├─-┊	87,45		
13936 - Outline the legal environment of a selected industry	2	90,00	76.00	91,00		 			
244589 - Identify causes of stress and techniques to manage it in the workplace	2	97.00	98.00	98,00	100.00		97.90		
7782 - Analyse a business and determine the way it functions	3	93,00	75,00	100,00	100,00	Y	89.70		
119467 - Use language and communication in occupational learning programs.	5	100,00	95,00	90.00	100,00	Y	97.00		
119472 - Accommodate audience and context needs in oral/signed communication	5	98.00	90,00	90,00	100.00	Y	94,70		
7456 - Use mathematics to investigate and monitor the financial aspects of personal, business						1			
and national	5	98,00	100,00	98,00	100,00	Y	98.10		
252417 - Apply geographic principles in mapping a trade route	5	98.00	93,00	95,00	100,00	Υ	96,35		
252429 - Explain the concept of international trade	6	96.00	95,00	98,00	100,00	Υ	98,60		
252429 - Explain the correspt of international decoration and apply international commercial terms	3	91,00	94.00	94.00	100.00	Y	93,70		
SCOCAGE - INTO INITION AND AND AND AND AND AND AND AND AND AN	1	T			1				
252418 - Perform processes and procedures required for the administration of export transactions	6	79,00	94.00	100,00	100.00	Y	89.80		
505410 - Letter III bioresses stir biocennies tedenies in an animagement of export nationarian		1	 		1	1	1		
252432 - Perform processes and procedures required for the administration of import transaction		84.00	100.00	87,00	100,00	Y	91.65		
252432 - Penorm processes and procedures required for the administration of import transaction 252415 - Identify equipment and infrastructure used in International transport		83.00	94.00	72.00	100.00	Y	87.20		
252415 - Identity equipment and intrastruction used in international itemsport		91,00	89,00	97.00	100.00	Ý	92.65		
252439 - Handle cargo for Import and export	6	93.00	100,00	92.00	100.00	† Ÿ	96.00		
252427 - Oulline the structure of the airfreight forwarding environment	146	93.00	100,00	COMPETE		1 <u>'</u>	91,04		
TOTAL CREDITS ACHIEVED 146 COMPETENT 91,04 Well done on your accomplishment and thank you for your hard, work during these Modules.									
Well done on your accomplishment and thank you for you	r naro work	uunny mes	e Muddies				.1		
Metro Minds Team									



CERTIFICATE OF COMPETENCE

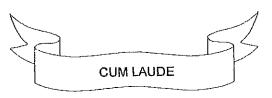
IT IS HEREBY CERTIFIED THAT

Nadia Haniff

Identity No.: 930930 0160 08 8

has satisfied the examiners of the standard of competency required for the issue of this certificate for the following course:

South African Customs Compliance Part I



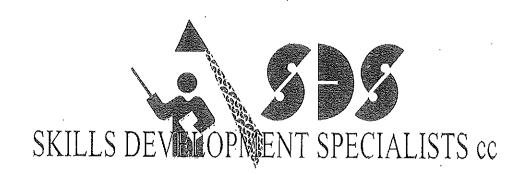
MANAGER: TRAINING

16/11/2017

DATE

7777
CERTIFICATE NUMBER





CERTIFICATE OF COMPETENCE

IT IS HEREBY CERTIFIED THAT

Nadia Haniff

Identity No.: 930930 0160 08 8

has satisfied the examiners of the standard of competency required for the issue of this certificate for the following course:

International Forwarding Part I



MANAGER: TRAINING

17/07/2019 DATE

8077 CERTIFICATE NUMBER



This certificate is issued without erasure or amendment of any kind