

JEREMIAH 29 vs 11

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 – Nadia.Haniff@za.dsv.com Email – Nadiahaniff93@gmail.com
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

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 5

(4) eTHEKWINI KWA-ZULU NATAL DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement level Prestasievlak
ENGHL	English Home Language	67	5
AFRFA	Afrikaans First Additional Language	55	4
MLIT	Mathematical Literacy	62	5
LIFE	Life Orientation	73	6
ACCN	Accounting	45	3
BSTD	Business Studies	75	6
ECON	Economics	58	4
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	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 Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstlike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

A NATIONAL SENIOR CERTIFICATE WILL BE FORWARDED TO THE SCHOOL.



EDUCATION TODAY. EXCELLENCE TOMORROW.

CERTIFICATE OF COMPETENCE

We certify that

Nadia Haniff

9309300160088

has successfully completed

59365

National Certificate:
Freight Forwarding & Customs Compliance

3

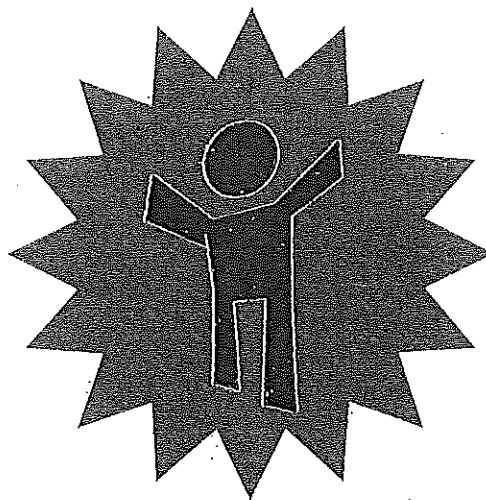
146

SAQA/
PROGRAM CODE

UNIT STANDARD / QUALIFICATION /
SKILLS PROGRAM

LEVEL

CREDITS



Asat
TRAINING EXECUTIVE

Spell
DIRECTOR

CERTIFICATE NO:
1755

Date: 28 March 2014

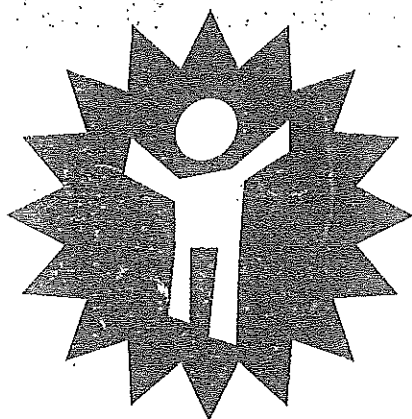


METRO MINDS PTY (Ltd)
www.metro minds.co.za
SETA ETQA #2247 TETA 110-112



This Certificate is awarded to

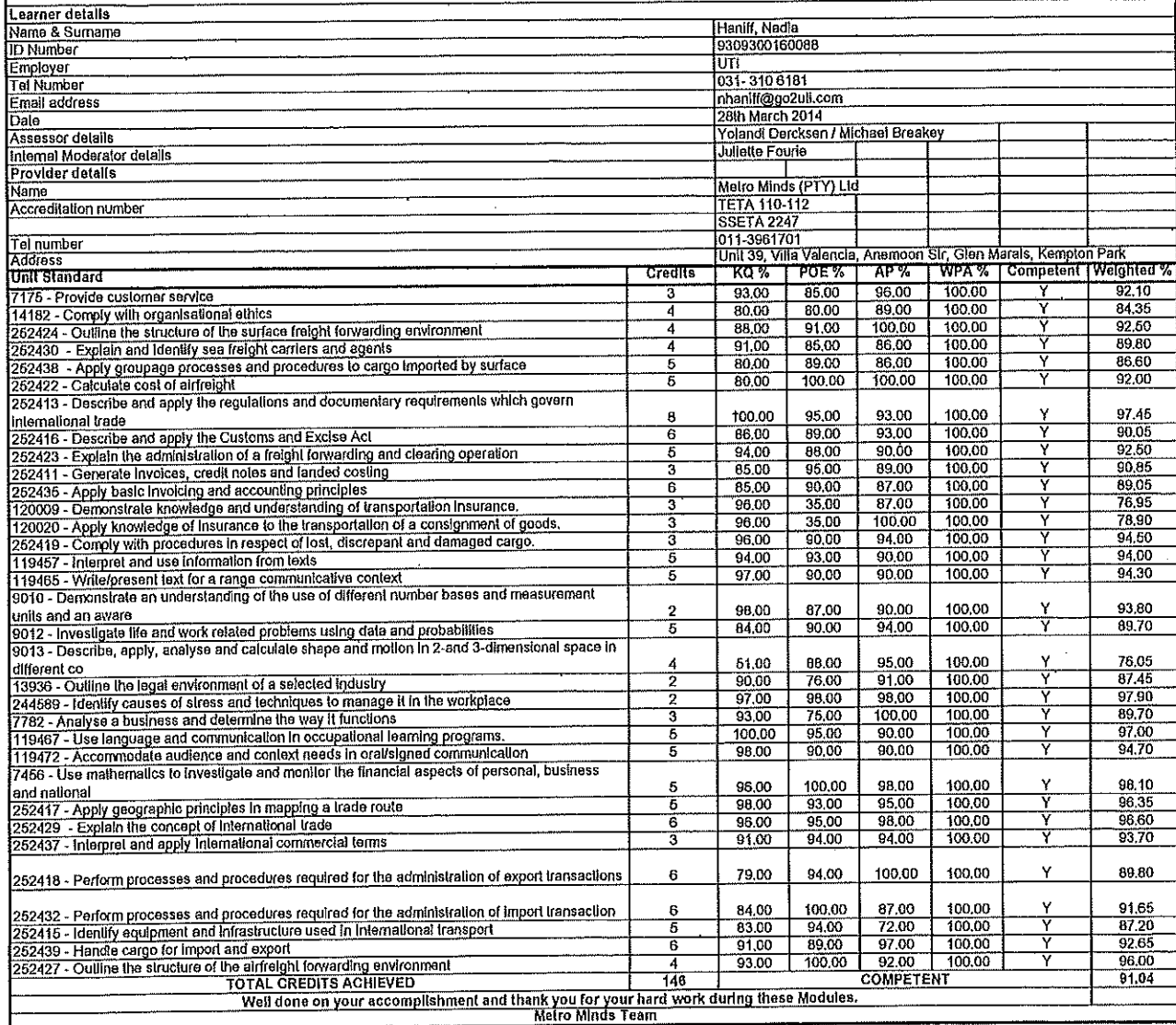
Nadia Haniff



Adat
TRAINING EXECUTIVE

Heel
DIRECTOR

Metro
MINDS
EDUCATION TODAY. EXCELLENCE TOMORROW.





SKILLS DEVELOPMENT SPECIALISTS cc

CERTIFICATE OF COMPETENCE

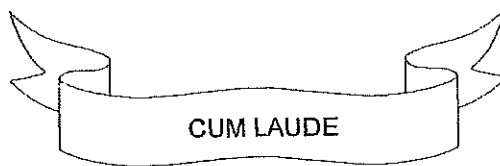
IT IS HEREBY CERTIFIED THAT

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





SKILLS DEVELOPMENT SPECIALISTS cc

CERTIFICATE OF COMPETENCE

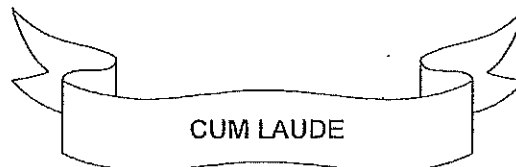
IT IS HEREBY CERTIFIED THAT

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



Grassby.
MANAGER: TRAINING

17/07/2019
DATE

8077
CERTIFICATE NUMBER

