

*CURRICULUM VITAE*

*OF*

*MUZAFFAR GOOLAM HOOSEN*

<b>PERSONAL INFORMATION:</b>
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Surname : Goolam Hoosen

First name : Muzaffar

Gender : Male

Date of birth : 15<sup>th</sup> September 1986

Residential address : 106 Stonebridge Drive  
Phoenix  
4068

Contact number(s) : 082 255 8042/ 067 839 3329

Email Address : muzaffargoolamhoosen4@gmail.com

Nationality : South African

Home language : English

Marital Status : Married

Driver's Licence : Code 8

## ACADEMIC QUALIFICATIONS

### Secondary Education

**Institution:** Asoka Secondary School

**Educational level:** Grade 12

**Subjects:**

- English
- Afrikaans
- Mathematics
- Life Skills
- Tourism
- Geography
- Hotel Keeping & Catering

## EMPLOYMENT HISTORY & EXPERIENCE

1. **Date:** June 2013 – Present  
**Position:** Import/ Export Clerk  
**Company:** Geodis  
**Contact:** Mr Reyaaz Samaad (031 579 8800)

**Duties:**

**Imports:**

- Booking shipments
- Tracking shipments
- Liaising with clients and providing updates regarding their shipments
- Liaising with the shipping line
- Attainment of arrival notice from shipping line
- Attainment of charges from shipping line
- Opening of files
- Invoicing of files

**Exports:**

- Opening files
- Framing entry
- Completing cargo dues
- Invoicing of files

**2. Date:** 2009 – 2013

**Position:** Import/ Export/ Acquittal Clerk

**Company:** Awan & Channa Freight

**Contact:** Mr. Z.A. Channa (031 332 6966)

**Duties:**

**Imports:**

- Vessel updates
- Passing cargo dues
- Liaising with shipping lines and arranging appropriate documentation
- Framing WE entries

**Exports:**

- Framing XE and XIB

**Acquittals Clerk:**

- Liaising with agents at the border
  - Ensuring acquittals are received
  - Filing and submitting to customs
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**3. Date:** 2005-2009

**Position:** Machine Operator

**Company:** Ferroprint

**Contact:** Mr. Chris Singh (031 560 2300)

**Duties:**

- Machine operator
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**4. Date:** 2002-2004

**Position:** Clerk/Assistant

**Company:** Automotive Spec

**Contact:** Mr. Zaihed Suleman (073 643 7866)

**Duties:**

- General administrations
  - Workshop assistant
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## Motivation Letter

I am a hardworking and determined individual who is passionate about the shipping industry given my years of experience. I am a keen learner who works well under pressure. I am a team player and have excellent communication skills. I look forward to joining a company that affords me the opportunity to showcase my skills and experience whilst contributing to the growth and success of the company. I always give my best to any task that I am required to attend to.