

# RAMMUTLE MALESHANE

## FREIGHT FORWARDER

Full name	Maleshane Martha Rammutle	Address	1024 Reagane Street Simunye Westonia 1779
Email	maleshanenkomo@gmail.cm	Phone	060 340 6237

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### PROFFESIONAL SUMMARY

Experienced Freight forwarder with over 3 years of experience in Freight forwarding mainly airfreight. Excellent reputation for resolving problems and improving customer satisfaction. I am enthusiastic & always eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow, and excel in my tasks.

### WORK EXPERIENCE

#### **DB Schenker**

04/04/2018 -31/10/2018

#### **Air freight Export Learner**

- Handling all customer queries, including taking collections from the clients and following up with them.
  - Export processing with an airfreight forwarding instruction.
  - Taking weight and dimensions of cargo when required to do so.
  - Processing shipments, all customs documentation, exports and book on various airlines according to the export documentation.
  - Daily Post flights on all exports and inform clients
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01/11/2018-04/03/2019

**DB Schenker**

**Air Freight Customs Learners**

- Creating VOC's
- Submitting SARS documents.
- requesting refunds from SARS.
- Submitting supporting documents for SARS claims.
- Framing shipments.

05/03/2019-PRESENT

**DB Schenker**

**Air Freight Imports Intern**

- Receive Customer order.
- Create Booking in CSP.
- Request adhoc rates & provide estimate to the customer in line with service request or NIP date OR provide origin with a pre-agreed sell rate and instruction.
- Prepare for shipment arrival.
- Ensure that all the necessary documents are received from origin stations and or the client.
- Ensure that all information on the waybills, manifest, commercial invoice, packing list and all other relevant documents is relevant and correct.
- Ensuring that the consolidation file and house bill files are pre-cleared prior to flight arrival.
- Receive Freight.
- To arrange the recovery of the original documents and the shipment and to validate if the shipment shows any discrepancies.
- If any irregularities are found they must be reported to the customer.
- Send Arrival Notice to Customer / Handover Notice to 3rd party forwarder.
- Create shipment in source system.
- Create hardcopy shipment folder.
- Check/Update the ETA and sending of arrival notice to consignee.
- Request a completed and signed clearing instruction from the client. No shipment must be cleared without a signature from the client.
- Responsible to ensure that all customs formalities are strictly complied with, and adhered to.
- Complete clearing checklist, do GCI screen and check that all documents tie up before submitting to entries department.
- Ensure that all original documents - EUR1, certificate of origin etc. are included where required prior to submitting to the entries department.
- Submit documents to the entries department and ensure that they perform customs clearance. Receive clearance confirmation/customs release.

## EDUCATION

- 2019 **DB Schenker Campus Mea**  
NQF 4  
Freight Forwarding And Customs Compliance
- 2018 **Db Schenker Campus Mea**  
NQF 3  
Freight Forwarding And Customs Compliance
- 2017 **Edumap Collage**  
Upgrading: Mathematics, English, Physical Science
- 2016 **Matric Grade 12**  
English, Setswana, Mathematics, Life Orientation, Physical Sciences, Geography, Life Sciences

## SKILLS

- Data Capture
- management and participates in problem resolution planning.
- Good telephone etiquette.
- Decision making and problem solving
- Data Consolidation
- Computer Literate.

## REFERENCE

**Tinny Hlaise**  
072 586 9972  
Supervisor of the learning and development, at Db Schenker Campus Mea.

**Dimakatso Ntsane**  
071 095 2399  
Learning & Development Coordinator