

Chantal Buckley

10 Hamerkop Street
Cotswold Extension
Port Elizabeth
cell: 071 603 1103
chntl.bckly@gmail.com

PERSONAL

Date of Birth: 6 January 1993
Citizenship: South African

EMPLOYMENT

Home Etc.

2010 – 2012 (*weekend casual*)

Sales assistant/ cashier

- Assist customers with queries
- Complete sales
- Daily cash up

Vodacom

2012 – 2017 (*Resigned*)

Customer Service Representative

- Assist clients via telephone, email and walk-in
- Liaise with customers regarding orders
- Assist in general queries
- Basic admin duties

Legacy Marine Group

2017 (*Temporary*)

Receptionist

- Answering switchboard
- General filing and archiving of documents
- Pastel updating and matching of creditors
- Communicating with clients
- Making sure front office is neat and tidy
- Taking messages and putting them through to the correct person
- Issuing and ordering of stationery supplies

DSV Air & Sea

February 2018 – Current

Freight Forwarder – Air Imports

February 2018 – July 2018

- Receive & update client Running list
- Receive & update Handover spreadsheet
- Receiving shipping documents for registration (CW1)
- Create and batch files
- Sending releases to client
- Arranging deliveries to client plant
- Capture invoicing on CW1
- Dealing with client queries

Freight Forwarder - On-Site Controller (Isuzu & Opel) – Ocean Imports

August 2018 – March 2020

- Receiving shipping documents for registration
- Update shipment registers daily
- Liaising with shipping lines regarding ANF's, vessel updates etc.
- Register shipments on CW1, create shipping list and freight charges for each shipment
- Processing Cargo Dues
- Sending distribution lists to relevant parties
- Sending releases to relevant shipping line
- Sending delivery instruction to the nominated hauler
- Capture invoicing on CW1
- Hand over company invoices to client's finance department for processing and payment
- Capturing details on SAP for FBU shipments
- Internal queries

Freight Forwarder - Ocean Imports - Automotive

April 2020 – Current

- Receiving shipping documents for registration on CW1
- Capturing of charges in CW1
- Following up and retrieving shipping documents after sailing from origin offices
- Engage origin offices and carriers regarding forwarding of shipments
- Update client status report daily
- Update clients w.r.t any delays on shipments
- Liaising with shipping lines regarding ANF's, invoices, vessel updates etc.
- Checking vendor invoices and raising queries as required
- Ensure shipments are customs cleared on-time
- Processing Cargo Dues
- Sending releases to relevant shipping line in time

- Sending delivery instruction to the nominated hauler
- Internal queries

Training Completed:

- Constructive Engagement
- Present with Confidence

EDUCATION

DF Malherbe High School

Matric

2011

Subjects: Afrikaans Home Language

English Home Language

Mathematics

Life Orientation

Accounting

Business Studies

Science

ICB

Financial Accounting

Current (October 2017-Current)

Studying part-time

SKILLS

Language - Fluent in English and Afrikaans

Computer Skills - Microsoft Office, Pastel (basics), SAP (basics), CargoWise (CW1)