



Jutakazi Mtyida

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0735697410 | Jutakazimtyida@gmail.com

in Jutakazi Mtyida

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **DB Schenker South Africa (Pty) Ltd** 2017-03-01 - 2019-02-15
Air Import & Export Intern
 - Receive pre-alert documentation & open new shipment
 - Arrange shipment for customs clearance
 - Advise client of ETD & ETA details and request clearing instruction for signature
 - Arrange collection of cargo with relevant transporter at the airport & delivery to client's premises
 - Prepare invoice and sent to client.
 - System used was Procars
- **Zeigler South Africa (Pty) Ltd** 2019-02-18 -
Mutli-modal Freight Forwarding Assistant
 - Arrange Air Import & Export shipment from A-Z
 - Arrange Ocean Import & Export shipment from A-Z
 - Arrange quotes / estimates for clients on request
 - Complete WIPs and Accruals
 - System used is Cargowise1

Education

- **Westonaria High School** 2015
Grade 12
- **DB Schenker South Africa** 2017-2019
Freight Forwarding and Customs Compliance
NQF Level 3 and 4
- **University of South Africa** 2019-2022
Bachelor of Laws: Part-time (LLB)
Final Year

Skills

- - Good communication skills - Excellent organisational skills - Assertive decision-making - Excellent problem-solving skills

Language

- English: Read, Write & Speak Afrikaans: Read, Write & Speak IsiXhosa: Read, Write & Speak

Reference

- **Tinny Hlasie - "DB Schenker South Africa (Pty) Ltd"**
Learning and Development Supervisor
0119075300
- **Kim Allen - "Zeigler South Africa (Pty) Ltd"**
Operations Supervisor
0215310806