

## CURRICULUM VITAE

### **Akhona Kaulela**

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Sydenham

Port Elizabeth

6000

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- Nationality: South African
- Date of Birth: 8 March 1984

### **WORK EXPERIENCE**

2019-Current	Hume International
2015-2019	South African Fruit Promoters (SAFPRO)
2012-2015	Customer Operations Specialist – Mondelez International
2010-2012	Project Assistant - NMMU, Community Development Unit
2007	Waitress - Little Thunder Spur
2007	Shoprite/Checkers Stocktaking
2006	Facilitator - Campus Orientation
2005	Independent Elections Commissioner Officer (National)

## **Duties and Responsibilities at:**

### **Hume International 12 August 2019 – Current**

- Registration of shipments and opening of shipment file including document assembly
- Fill out, check and approve import-export documentation, compile carrier and route assignments and keep track of shipment payments and quotas.
- Tracking of shipments
- Apply for early / late arrival if needed
- Monitor vessel until Destination port
- Provide efficient delivery logistics through data management.
- Plan shipments together with the client and PackHouse
- Liaise with client and receive instruction
- Assist in preparing various certificates needed for Export Documentation
- Preparing and sending shipping instructions to Shipping Line
- Checking/approving Shipping Line draft bills of lading
- Sending Release documentation to shipping line
- Preparing Insurance for export shipments
- Preparing Commercial Invoices
- Preparing documentation as per Letter of Credit
- Driving to collect/ drop off certs and documentation
- Capturing shipping information /payments /sailing dates in system
- Following up on Letters of Credit with clients
- Capturing and updating Shipping Book in Excel
- All and any other related tasks and duties as required by the employer from time to time
- Preparing Customer Instruction form and Custom Invoices for Custom clearance

### **SAFPRO 1 March 2015 – 9 August 2019**

- General office administration and secretarial assistance
- Creating Shipping Instructions for vessels that load
- Tabulating information on Excel to consolidate company purchases and sales
- Creating and maintaining files for import requirements
- International liaison regarding above mentioned documentation
- Tabulation of schedules on Excel to ensure timeous intakes
- Managing Intakes at Producer level, creating new producer codes and export codes
- Managing the validations on the system to release fruit for Export purposes
- Capturing manual intakes on QX system for stock availability
- Keep track of outstanding stock and resolving intake queries
- Pull cold store stock reports from QX and obtain stock reports from cold stores.
- Liaise with cold store staff and Producers on physical stock being packed for export.
- Upload documents onto the Dashboard
- Maintain Excel stock sheets: – Record of stock received. – Record of stock issued. – Record adjustments. – Reconcile stock and pallets to balance reports and movement reports.
- Reception Duties - Directing calls (Switchboard)
- Arrange meetings including minutes taking and arrangement refreshments and stationery

- Secretarial assistance as and when needed
- Acquisition and control of office supplies
- General office administration and secretarial support:
- Manage and administer a filing system for the team
- Open new files and filling addendums
- Computerise record keeping of files and retrieve files daily as when needed;
- Safe keep all work documentation

### **Mondelēz International – (Cadbury) 2012 - 2015**

- Manage Allocation to match supply at SKU and customer level
- Placing of orders and processing
- Collaborate directly with the Sales and Product Supply teams to determine product allocation priorities and availability
- Setting allocation manifest strategies to meet customer requirements using allocation, back order processing and substitution tools as applicable
- Track demand and identify abnormalities and decide on the level at which it can be met
- Ensure oversupply and undersupply are highlighted and acted upon
- Carry out reporting requirements for the wider business
- Constant communication with CIC and wider business

### **Nelson Mandela Metropolitan University - Community Development Unit – 2010 - 2012**

#### **Core Duties & Responsibilities:**

#### **1. Project Assistant: Phelophepa Health Care Train**

- Financial administration: identification and payment of service providers, expenditure control
- Administration: creation and maintenance of a database of all stakeholders, filling, minute taking and report writing
- Liaison with stakeholders: government departments, municipalities, civil society, community members and leaders
- Logistical Planning: meetings and workshops, outreach teams to schools and communities
- Social Marketing: Ensuring availability of water, ablution, medical and general waste collection
- Recruitment and Selection of Volunteers: guide committees in the selection of volunteers

## **2. Project Assistant: Establishment of Community Health Committees**

I have been Project Assistant responsible for the Community Health Care Committee workshops capturing some participant information onto a spread sheet while making phone calls to get feedback about the training. I have organised and prepared workshop material and booking of workshop venues with the Nelson Mandela Municipality. Organising and arranging workshop logistics. I have also been responsible for other related admin duties such as:

- Scheduling meetings with Nelson Mandela Bay Councillors
- Typing minutes of meetings and reports
- Compiling Questionnaire report on workshops
- Reception duties (telephone, faxing and photocopying)
- Maintaining an up-to-date filing system
- Data Capturing
- Controlling of petty cash
- Manage office resources
- Arrange travel and accommodation
- Arrange meetings for different stakeholders

### **DEVELOPED SKILLS:**

- Financial Management
- Excellent Written and Verbal Communication Skills
- Data collection and analysis
- Excellent presentation skills
- Excellent negotiating and bargaining skills with stakeholders at different levels
- Group facilitation skills and the ability to communicate with stakeholders at all levels
- Problem Solving and Decision Making

## **Campus Orientation Facilitator – Port Elizabeth College**

Duties and responsibilities include that I assist new student around College Campus and assist in showing them their required lecture rooms. I also assist the new students with the registration process.

## **Independent Elections Commissioner Officer**

Checking identity documents of the people and checking if they had been registered and assisting them to the voting stations. Checking if the pens and ballot papers were not tampered with before the community comes in for voting.

**Duties and responsibilities at Little Thunder Spur includes:**

My duties include the seating of guests and serving food as required by the guests. I was also responsible for keeping the payments of their meals and taking care of them while they visit the restaurant. I also did child minding while they enjoyed their meals.

**QUALIFICATIONS**

- Port Elizabeth College (Business Management N4: 2005)
- Port Elizabeth College (Business Management N5 & N6: 2006)
- Nelson Mandela Metropolitan University: (Diploma Business Management 2007)

**COMPUTER**

- Microsoft office suit: word, excel, powerpoint, email and typing
- SAP
- QX
- Syspro

*Languages*

	SPEAKING	READING	WRITING
Xhosa	V. Good	V. Good	V. Good
English	V. Good	V. Good	V. Good
Afrikaans	Fair	Good	Good
IsiZulu	Fair	Good	Fair

**REFERENCES**

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