



## Private & Confidential Curriculum Vitae of Ritasha Sewraj

Position: **Sea Imports Controller**  
Years: **8 Years**

I'm helpful, loving, a good communicator, team player & work systematically, I pay attention to detail to minimize errors, have the ability to meet deadlines by prioritizing, sense of urgency and is proficient in the use of Shipshape, Compu-clear, Ports on line / cash to order, MS word & Outlook and multiple other tracking sites.

I want to be given a chance to grow more & learn more with imports. So I can prove my work ethic and the dedicated person I am who ensures end-to-end solutions for all my Customs Clearance contracts. I am ready to be given work and run with it.

Area of Residence: Boksburg  
ID number: 9010120179080  
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Email: [ritashasewraj@gmail.com](mailto:ritashasewraj@gmail.com)  
[Ritashas@outlook.com](mailto:Ritashas@outlook.com)  
Gender: Female  
Race: Indian  
Marital Status: Single  
Drivers License: Code 08 (With own vehicle)  
Availability: Immediately

## **Credentials:**

- Cargo-Wise / Ship-Shape / Cargo Dues OTC, Various shipping and Microsoft sites / Apps.
- **International Freight Services in (November 2013 to October 2018)**
  - Assistant to Manager
  - Imports Operations
  - Imports Entry Clerk
- **Robeck International Freight (October 2018 to June 2019)**
  - Imports Operations
  - Forwarding
  - Dealing with Customs Officers for Exams
- **Transglobal-Africa Logistics (July 2019 to February 2021)**
  - Client Controller
  - Cross-border transport
  - Sales / Marketing & Quotations
- **Bidvest International Logistics (March 2021 to November 2021)**
  - Client Controller
  - Nominated by Clients for awards within my second month of working at Bidvest

## **Education Details:**

High School Attended: Meadowlands Secondary Trade School of Technology  
Year Matriculated: 2008

### **Subjects:**

- English
- Afrikaans
- Maths
- Geography
- Travel & Tourism
- Life Orientation
- Hospitality Studies
- Computers (Extra Lessons)

Institute for further education: Oval University (2009)  
Certificate Course: Computer application & Literacy

Institute for further education: IQ Academy (2019 - 2022)

Degree Course: Business management & Relations

## Career History

### **Company: International Freight Services SA Pty (Ltd)**

Duration: November 2013 – October 2018

Position: **Imports Entry Clerk**

**Job Entails:** Registering file's, Researching HS Codes (Tariff Headings), Framing customs entries line by line, Quality checks, submitting entries, framing cargo dues orders & Submitting it, Processing VOCs amending shipping information, controlling & tracking shipments so that Import & Export clearances are submitted to customs in a timely manner, handle queries, detentions and stops, invoicing, assist imports and handle road freight transportation as well as Estimates for transport freight. Ensuring that all customs clearances are carried out correctly and timeously, quality check on all documents, handling Customs queries & assisting co- workers with customs clearances queries.

Over the years, I have cleared shipments, both major and minor, for a variety of goods in the steel industry with utmost precision. My knowledge and understanding of this sector has helped me customize solutions for all of my clients and build strong relationships with them.

### **Responsibilities & Imports Job Functions:**

- Oversee and control the administration in operations.
- Assistant to the Manager, receiving and distributing the new order's to the staff to ensure smooth flow of the work load in operations, resulting in maximum productivity.
- Tariffing. Researching HS Code's for the clients.
- Framing customs Imports & Exports entries via Shipshape/Compu-Clearing.
- Passing / Submit cargo dues online (ports online/OTC) or manually for both Imports & Exports.
- Liaising with SARS / Customs regarding all stops / penalties / refunds / VOC.
- Tracking & monitoring of vessels, Requesting arrival notification & landside charges from the shipping line and liaising with the shipping lines for any information that is required.
- Creating & updating status reports for the clients ease / Liaising with the clients.
- Arranging & monitoring trucks during loading out, Creating truck schedules, delivery notes & discharge report's to the client once the orders are completed.
- Invoicing, crediting & refunding the clients.
- Facilitates various administrative tasks.

### **In house training at IFS:**

- Quoting
- Imports & Exports Customs Clearing Procedure
- Imports & Exports Customs / Operations and Entry Procedure
- Airfreight Imports & Exports (Learning)
- Cross boarder Procedure (Learning)
- Road Transport Arrangements
- Incoterms (Learning)
- Invoicing

### **Sea freight – Container Imports**

- Liaising with clients.
- Quoting
- Tracking & monitoring of vessels & Updating status report's for the clients ease.
- Registering of new shipments in Shipshape.
- Acquiring freight and landside estimates for the clients.
- Requesting from the shipping line the ANF and charges.
- Framing customs entries.
- Passing / Submit cargo dues online (ports online/OTC) or manually.
- Liaising with transporters for collection of the containers from port.
- Forwarding truck schedules and delivery notes to the client once the orders are completed.
- Invoicing the clients.
- Facilitates various administrative tasks.
- Oversee and control the administration in operations.

### **Sea freight – Breakbulk Imports**

- Liaising with clients and tally agents.
- Quoting
- Tracking & monitoring of vessels & Updating status report's for the clients ease.
- Registering of new shipments in Shipshape.
- Acquiring freight and landside estimates for the clients.
- Requesting from the shipping line the ANF and charges.
- Submitting the customs entries, in order to pass the landing orders.
- Passing / Submit cargo dues online (ports online/OTC) or manually.
- Liaising with transporters for collection of the cargo from port or from a nominated warehouse.
- Forwarding truck schedules, delivery notes & discharge report's to the client once the orders are completed.
- Invoicing the clients.
- Facilitates various administrative tasks.
- Oversee and control the administration in operations.

### **Cross – Border Transport (Currently learning)**

- Acquiring rates from various transporters.
- Negotiating rates for both locally and long distance.
- Sending transport and custom clearance quotes to clients.
- Liaising with clients for commercial documentation.
- Arranging transportation with various transporters.
- Arranging customs clearance at the border.
- Forwarding truck schedules and delivery notes to the client once the orders are completed.
- Invoicing out.

### **Transportation:**

- Estimating & negotiating rates for both locally & long distance.
- Arranging Cartage & Unpack instructions.

### **Software utilized:**

- OTC

- Ship-Shape & Compu-clear
- Sea Cargo Tracking
- Marine Traffic & TPT Transnet Terminals Site
- Microsoft / Word / Excel / Power point
- Outlook

**Company: Robeck International Freight**

Duration: 10 October 2018 to July 2019

Position Held: [Imports controller](#)

**Responsibilities & Job Functions:**

- Booking clients orders with overseas suppliers for Imports Sea and Air.
- Estimating and quoting clients for both sea air and road.
- Tracking & monitoring of vessels, Requesting arrival notification & landside charges and liaising with the shipping lines / forwarding agents for any information that is required.
- Arranging customs examinations.
- Creating & updating status reports for the clients ease / Liaising with the clients.
- Arranging & monitoring trucks during loading out.
- Invoicing, crediting & refunding the clients.
- Facilitates various administrative tasks.



**Company: Transglobal-Africa Logistics**

Duration: July 2019 to January 2021

Position Held: [Imports controller](#)

**Responsibilities & Job Functions:**

- Estimating and quoting clients for both sea and road.
- Tracking & monitoring of vessels, Requesting arrival notification & landside charges and liaising with the shipping lines / forwarding agents for any information that is required.
- Creating & updating status reports for the clients ease / Liaising with the clients.
- Arranging & monitoring trucks during loading out.
- Invoicing, crediting & refunding the clients.
- Facilitates various administrative tasks.

**Company: Bidvest International Logistics**

Duration: March 2021 to November 2021

Position Held: [Imports controller](#)

- File registering for entries department
- Checking documents and calculations of the pieces and quantities for customs
- Tracking & monitoring of vessels, Requesting arrival notification & landside charges and liaising with the shipping lines / forwarding agents for any information that is required.
- Creating & updating status reports for the clients ease / Liaising with the clients.
- Arranging & monitoring trucks during loading out and Creating spreadsheets for load out schedule
- Invoicing, crediting & refunding the clients.

**References:**

Company: International Freight Services  
Name: Bonny Noxonya (Operational Supervisor)  
Contact: 083 926 5141

Company: Robeck International Freight  
Name: Joe VanVyk  
Contact:

Company: Transglobal Africa  
Name: Stanton Naidoo (Managing Director)  
Contact: 082 880 7676

Company: Bidvest International Logistics  
Name: Phumzile Nlapho  
Contact: 083 353 9207

Flora Glen  
No.14 Anchor Street,  
Bardene,  
Boksburg.

Dear Sir /Madam

Thank you for taking your time reading my c.v.

I have a passion for shipping, and have found the perfect fit career wise in shipping and logistics.

I believe that I am well suited for the position you have available in your company, as I am a dedicated worker and I have strong communication skills. I have hands-on experience working in an office environment processing and maintaining confidential documents. I am very knowledgeable in Logistics, Customs Imports Clearance procedures and office administration.

I have the necessary experience to make a valuable contribution to the company and would very much like to become a part of your company's team.

Lastly, I have dealt with imports shipments, and have become very well versed in all the procedures and challenges of exportation of goods. I pay careful attention to time, as I know the pressure of arranging the collection and delivery of goods to customers. I have a personal tally clerk.

I am a quick learner, adaptable, dedicated, and level-headed and commitment to company objectives.

Thank you for going through my c.v, should you require anything further, please do not hesitate to contact me on the undersign, I will gladly assist.

Thank you!

Best regards,  
Ritasha Sewraj

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F: N/A

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