



KAYLEIGH ABRAHAM

Croydon, Kempton Park
E: Misskayabraham@gmail.com
P: 0795525175
DOB: 1996-05-10

SKILLS

MS Office Programs
Customer Service Liaison
Incoterms

LANGUAGE

English

ADDITIONAL INFORMATION

License-Code 8

EXPERIENCE

RANGEL LOGISTICS SOLUTIONS

Senior Air & Sea Controller

Duration : **March 2021 - Present**

Executing full leg process for Airfreight shipments, from POL to clients premises (Import & Export)
Executing full leg process for Seafreight shipments, from POL to clients premises (Import, Export & Groupage)
Executing full leg process for Roadfreight shipments, from POL to clients premises (To & From SADC countries)
Generating & supplying estimates to existing & new clients for Imports, exports, groupage & roadfreight
Requesting freight rates from the shipping lines & overseas agents
Confirming & arranging new booking requests
Receiving & sending our pre-alerts for new shipments
Arranging & checking customs entries (including general import, export & bonded entries)
Generating cargo dues
Arranging COO & CNCA certificates
Requesting ANFS from shipping lines & co-loaders
Generating PO's for suppliers & ensuring invoices are captured
Sending out daily status reports to the clients
Following up on import & export vessels
Liaising with Transnet, transporters, clients, overseas agent & colleagues worldwide on a daily basis
Attending meetings with 3rd parties & clients

DRAGON FREIGHT (PTY) LTD

Operations Manager

Duration : **March 2019 - February 2021**

Authorizing new shipments so that it can be added onto the system
Authorizing staff leave forms
Authorizing payments to 3rd parties (shipping lines, forwarding agents, depots)
Authorizing monthly creditors payments
Ensuring new/existing clients have signed trading terms & conditions
Ensuring correct client documents are delivered
Following up on payments from CBD clients before releasing the shipments
Ensuring all operations department work is completed on time and over viewing each staff member in their department
Ensuring files are closed and filed once completed
Ensuring telex releases or original bills are received prior to shipments being released
Checking TAX invoices are correct before being sent to the client
Checking all invoices produced on a daily basis
Checking empty turn in PODS received from the transporters
Checking correct transport instructions are sent to the correct transporter
Checking various reports from different departments
Following up on payments from the clients
Negotiating rates with the transporters
Assisting clients on a daily basis with their queries
Assisting my department (operations team) on a daily basis with their queries or unresolved matters
Assisting operations team on innovative ideas to make the work easier and less time consuming
Assisting the accounts department on invoicing queries
Training various staff in their respective departments
Attending weekly management meetings
Attending meetings with clients and all 3rd parties when required
Arranging year end gifts for all clients and 3rd parties

DRAGON FREIGHT (PTY) LTD

Senior Imports/Logistics Controller

Duration : **February 2015 - February 2019**

Requesting of all the charges from the shipping lines and forwarding agents
Generating delivery instructions for all shipments and sending it to the relevant

transporters
Calculating insurance for specific clients
Conducting shipping line releases for all shipments
Ensuring navis is updated and transporters are advised
Issuing DROS and liaising with the depots
Arranging payments to all 3rd parties
Arranging export shipments
Generating cargo dues
Invoicing of all seafreight, airfreight and forwarding files
In charge of the full tracking / planning process for all containers including LCL and airfreight cargo
Tracking of all rail and road containers via Transnet
Following up on vessels on a daily basis
Planning deliveries for all containers
Arranging delivery for clients documents
Following up on telex releases and original bills
Requesting of ocean freight rates from the shipping lines and co-loaders
Submitting a daily tracking report
Submitting a weekly status update report to all the clients
Submitting a weekly refund/discount report
Submitting a monthly ocean freight rate report to all the clients
Advising clients of all planned deliveries
Communicating with shipping lines, forwarding agents and Transnet on a daily basis

EDUCATION

EDENGLLEN HIGH SCHOOL

NSC Certificate

Grades - **Matric**

Year of passing : **2013**

REFERENCE

Yasseen Mayet - | Manager

Dragon Freight (PTY) LTD

| 0828219713

Ureshan Naidoo - | Business Development

Rangel Logistics Solutions

| 0680536524