



KIMÉRA RAMLALL

MARKETING MANAGEMENT AND FORWARDING CONTROLLER

PROFILE

I am a young professional who is determined and ambitious while being creative, adaptable, and motivated with an excellent eye for detail. As an individual, I am enthusiastic and passionate about the Marketing and Supply Chain Management world. Given the opportunity, I would like to be a positive role model and a force of influence in a success- focused business with a great company culture.

PERSONAL DETAILS

Phone: 084 587 4782

Date of Birth: 29 December 1996

Marital Status: Single

Driver's License: Code 08

Residential Address: Verulam, Durban

Criminal offences: None

Email:

Ramlall.kimera@gmail.com

LinkedIn:

<https://www.linkedin.com/in/kiméra-ramlall-51b6b4196>

HOBBIES

Running

Reading

Cooking

SKILLS

Computer Skills- Microsoft- Word
PowerPoint, Excel, Mede Mass, Ship
Shape.

Interpersonal Skills

Problem- Solving Skills

Communication

Time Management Skills

EDUCATION

Varsity College

Year: 2021 - 2022

Bachelor Of Commerce Honours in Management

Varsity College

Year: 2019

IIE Human Resource Management (SLP)

Varsity College

Year: 2015 -2019

Bachelor Of Commerce (Marketing Management)

Verulam Secondary School

Year: 2014

Subjects Completed: English, Afrikaans, Mathematics, Physical Sciences,
Geography & Life Sciences

WORK EXPERIENCE

Forwarding Airfreight Controller – Cargo Compass SA

November 2019 – Current

My key role entails setting up meetings and liaising with clients both locally and abroad while organising their shipments daily.

Receptionist / Administration Officer – Umhlanga MediCross

June 2016 – May 2019 (part-time basis)

June 2019 – October 2019 (Contract)

My key role at the practice, included liaising with patients daily and assisting with admin duties.

Duties followed on the next page.

Forwarding Airfreight Controller

Controlling Key Accounts -shipments from POL to country of destination, with configuring collection and delivery of cargo to customer. File controlled A-Z. Extensive communication with client is always assured, resolving queries and assisting to any additional tasks my team requires help with. Assorting QC's and procedures to have work done efficiently.

Company Committees

- Social Initiatives – Cargo Compass
- Training and Skills Development – Cargo Compass
- Team Building Exercises – Cargo Compass

Reference – Tashlyn Padayachee – 081 598 4782

Receptionist/ Administration Officer

Switchboard duties: answering calls, noting down messages, and re-directing calls as required.

Noting down minutes.

Dealing with email enquiries.

Diary management arranging appointments and scheduling meetings.

Data entry.

Account payment processing and analysis roles.

Communicating with service providers whilst liaising and solving client queries.

Reference - Michelle Moonsamy – 031 582 5325