

***CURRICULUM VITAE OF***  
***TASNEEM HENDRICKS***



*Cell number: 078 346 1085*

### **Personal Details:**

Full Name : Tasneem Hendricks  
Adress : 32 Sondou Lane  
Silvertown  
Athlone  
7764  
Gender : Female  
Dependants : 2  
Nationality: : South African  
Criminal Record : None  
Drivers License : Code 8  
Marital Status : Married

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### **Education:**

Last School Attended : Harold Cressy High School  
Completed : 1999  
Subjects : English, Afrikaans, Accountancy  
Biology, Geography, History

Courses : 2004 – School OF Shipping  
Imports & Exports Sea & Air  
Clearing & Forwarding Sea & Air  
Compu – Clearing, CSS & Corefreight  
Flight safety training  
Cargo 1 & 2 Airfreight Exports  
Incoterms 2010

Computer Literacy : Ms Office, Compu Clear, CSS, Easy Clear  
Corefreight , Cargo Wise

## **Work Experience:**

Company : Allport Cargo Services (Current)

Reference : Lance Bartnick - 0828189183

Position Held : Sea & Air Import Entry Clerk / Release

Duties : Cargo: Clothes  
Frame Entries  
VOC'S  
Calculate duties & Vat  
Liase with clients and customs  
RIB'S  
Reviewing and entering data information  
Monitoring and updating existing data  
Ensuring appropriate tunaround time on all data entry  
Ex bonds  
Customs Stop register  
Assist with duty drawbacks  
Forwarding (ANF'S)  
Registering of Files  
Release Desk ( Container co- ordination)  
Client reports

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Company : Geodis Wilson ( Dec'11 – Oct ' 15)  
Reference : Riyadh van rooyed – 082 8225143  
  
Position Held : Sea & Airfreight entry clerk  
Duties : Cargo: Perishables, Books, General cargo  
Frame entries  
VOC'S  
RIB'S  
Track shipments  
Liase with shipping lines and airlines

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Company : Seacastle Freight (Oct' 10 – Nov' 11)  
Position Held : Import Sea & Airfreight Controller  
Duties : Cargo: Fruit, Clothing, Shoes  
A-Z function both Sea and Airfreight  
Roadfreight  
Liasing with shipping lines  
Quotes  
Refunds  
CTO'S  
Invoicing

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Company : Velocity Freight Services  
Position Held : Sea & Airfreight Import Controller  
Duties : Cargo: Shoes, Clothing, McDonalds

Creating Client files

Quotations

Refunds

Framing Entries

Acquittals

RIB"s

Booking shipments

Data Capturing

Invoicing

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**Testimonial:**

I hereby wish to apply for a position at your company, I am responsible, competent and honest individual.

I am able to work well under pressure due to my previous working experience.

I communicate well with my peers. I am able to bring along with me experience, knowledge. I like to expand my interests and learning abilities.

I have an extensive knowledge of the geographics of Cape Town and surrounding areas.

I have good Organizational Agility, time management, attention to detail.

## **Motivation letter:**

I am very pleased to find out about this employment opportunity, since I perceive and wish to further my career in Forwarding.

I believe that my strong background and extensive experience in the field make me an appropriate candidate for the advertised position, I have been working as an import controller for the past 19 years, my responsibilities and duties as well as my ability to absorb information makes me a good candidate for this role, my duties were similar and although I do not have a vast experience in forwarding I do have basic knowledge of the role and that which is required of me.

I strongly believe I can perform well at the delegated duties and tasks.

I like to work in a team but I am also comfortable working on my own.





