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Norkem Park

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## Lorraine Lindiwe Matsane

### About Me

A Manager in the Transport Industry with a strong sense of responsibility. Key Strengths include: Contract Management, Inventory Control skills, Account Management, Budgeting at branch level as well as staff Management. Import and Exports specialist



### Education

2015- University of Johannesburg | Diploma in Transport Management

2005 -Tshwane University of Technology  
Diploma in Marketing

1995 - Technikon Pretoria  
Certificate in Business Practice

1994- Meridian College | Matric Certificate



### Experience

- 01-2021

IMCD SA

| Imports and Exports Logistics Coordinator (Current)

IMCD specializes in distribution of chemicals.

#### ORDER MANAGEMENT

- Plan and organize each shipment according to process.
- Ensure regular and effective communication with 3rd party LSP

#### SHIPMENT MANAGEMENT

- Pre costing are completed on time.
- Determine most optimal shipping option per order.
- Get documents from supplier, track and trace Air and Sea shipment
- Hand over copy documents to book exchange rate (FEC)
- Send clearing instruction on time for goods.
- Ensure POD is received and delivery on time to customer and GRV warehouse
- Submit Sars docs with finance dept and ensure supplier invoice is paid.
  
- Place commission orders with suppliers and process invoicing

#### SUPPORT AND SERVICE INTERNAL CUSTOMERS

- Point of contact with the internal customer on the service desk
- Communicate all milestone of the shipments progress.
- Push information to the business units and warehouses
- Liaise with international supplier and service providers.
- Handle queries efficiently.

09-2013 - 12-2020

IMCD SA | Inventory controller

IMCD specializes in distribution of chemicals.

- Arrange National stock take with outsourced warehousing.
- Do stock corrections and adjustments, batches, and

stock locations on the system.

- Arranging inventory stock corrections with outsourced warehouse on their warehouse management system (WMS)
- Correcting all variances identified and ensure that the in line with WMS
- Monitor COA and expiry dates on the system and WMS
- Maintain and process claims for damages.
- Manage and create NCR non- conformances.
- Manage KPI with outsourced warehouse for inventory and non-conformance. Invoice freight and warehousing storage .

**08-2010 - 08-2019**

Value Logistics

| Contracts Manager- Megapak

Value Logistics Freight and warehousing distributor

- Ensuring that revenue is maximized, managing costs and implement controls to monitor overtime, wages, sub-hires and fuel consumption.
- Ensure that service levels to the customer are meet.
- Ensure fleet is managed and maintained.
- Ensure smooth running of operation on site.
- Oversee the whole administration on site including IR matters.
- Ensure correct invoicing on the contract and attend to all queries.

**08-2008 - 08-2010**

Value Logistics | Key Accounts Manager

Value logistics: Freight and warehousing distributor

- Overseeing the administration of 33 sites
- Follow up and attend to queries of the sites
- Compiling monthly management reports for senior management.
- Attending to administration for the sites including IR/HR

matters.

- Assist with the operational side of the business.
- Taking minutes for hearings and arranging monthly review meetings

**01-2007 - 08-2008**

Value Car Rental | Branch Manager

- Ensuring the smooth running of the branch by monitoring and profitability of the branch
- Drawing budgets
- Finding new business
- Fleet maintenance
- Generating and processing claims

Drivers wages

- Attending to all queries for the branch and managing staff

**05-2003 - 01-2007**

Avis Truck Rental | Senior Rental Agent

Avis Truck Rental Truck/Van and Car rental company

- Taking reservation
- Liaising with clients
- Dispatching of vehicles
- Delivering and collecting of drivers and vehicles
- Fleet Maintenance
- Invoicing and handling queries
- Petty cash

**02-2001 - 05-2003**

Khaya car Rental | Rental Agent

- Taking a reservation
- Serving customers in the kiosk
- Handling service failures
- Collecting vehicles and delivering them to clients
- Concluding the entire rental process
- Petty cash
- General office duties



## Other Info

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### Skills

- Inventory Management.
- Revenue & Cost Budgets and •Implementation.
- Presentation and Management •Reporting.
- Fleet operations Management.
- Sea and Air freight imports Customer Service.
- Team Player & Leader.
- Negotiation Skills
- SAP
- ORACLE JDE
- Advance Excel
- Word & power point

### Interest

Reading, Writing and Traveling

### References

Rebecca Swallow  
EDCON  
011 495 6654 /  
0716864152

Amanda Cox- Edwards  
IMCD SA

### Languages

Sesotho, English and IsiZulu

### Others

Nationality: South African

Gender: Female

Drivers licence: Code 08

Health Status: Excellent

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0769783456

Margret Mathopa  
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