

TSHEGOFATSO MALIMA

AIRFREIGHT CONTROLLER/CARGO AGENT

MIDRAND, GAUTENG
SOUTH AFRICA

(+27) 62 582 4693

charlottesmalima@gmail.com

PROFILE

I am an HR graduate. Currently studying a Degree in Business Administration at IIE Rosebank College. I have experience as an Import Cargo Agent. I believe I can be a valuable and reliable candidate. I am a dedicated team player who can be relied upon to help your company achieve its goals. I have leadership and organizational as my main traits. Seeking to leverage acquired academic knowledge and work experience to effectively fill any position offered in your company. I am a conscientious person, who works hard, trustworthiness and pays attention to detail. In case, you do not have any suitable openings at the moment. I would be grateful if you would keep my Resume on file for any future vacancies.

EXPERIENCE

CARGO AGENT- DECEMBER 2018 - PRESENT

SWISSPORT SA- KEMPTON PARK, NORTHERN PERIMETER ROAD, PERISHABLE TRIANGLE, SCS6

JOB FUNCTIONS:

- Routes inbound and outbound air freight shipments to their destinations: Takes telephone orders from customers and arranges for pickup of freight and delivery to loading platform.
- Assembles cargo according to destination.
- Weighs items and determines cost, using rate book
- Itemizes charges, prepares freight bills, accepts payments and issues refunds
- Prepares manifest to accompany shipments.
- Notifies shippers of delays in departure of shipment
- Unloads inbound freight and notifies consignees on arrival of shipments and arranges for delivery to consignees.

EDUCATION

- Bachelor In Business Administration, IIE Rosebank College , Braamfontein February 2017 Present
- Higher Certificate in Human Resource Management, IIE Rosebank College, Braamfontein February 2016 — December 2016
- Grade 12 (Matric) ,
Norkem Park High School , Norkem Park, November 2014

SKILLS

MICROSOFT
OFFICE

Computer
Skills

Leadership
Experience

Critical
Thinking

Customer
Service
Skills

Teamwork
Skills

REFERENCE

- Justin Dawe from Swissport Cargo Services justin.dawe@swissport.com
083 295 3215 / 011 928 8599
- Caroline Ramoroka from Swissport Cargo Services caroline.ramoroka@swissport.com
083 501 6321 / 011 928 8560
- Vincent Sibuyi from Bollore, vincentliberty2010@gmail.com
071 431 2944 | 082 521 8617