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Position Applied For:

Trade Systems Administrator

Candidate Name:

Laura Moodley

MPC Consultant Name:

Elmarie Muhl

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

26th July 2016

Personal Details

Surname :

Moodley

First Names :

Laura Selvarani

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

EE (Asian Female)

Availability :

30 Days

Career Summary

Company

Position

Duration

CMA-CGM Africa

Cost Control Audit

Feb 2015 - Present

Toyota SA Manufacturing

Exports - Project Manager

July 2014 - Feb 2015

Hapag - Lloyd Africa (Pty) Ltd

Customer Service Co-ordinator - Documentation

Customer Service Co-ordinator - Bookings

Customer Service - West Africa / Documentation

Aug 2006 - Nov 2013

Delmas Shipping

Traffic Department

Sept 2004 - July 2006

Diamond Shipping (Pty) Ltd

Export Freight Transmission

Aug 2003 - Aug 2006  
Diamond Shipping (Pty) Ltd  
Personal Assistant  
June 2001 - July 2003  
Seacargo  
Import Release Clerk  
Apr 2000 - June 2000  
Famous Pacific Shipping (Pty) Ltd  
Import Freight Controller  
Jan 1999 - Dec 2000  
Transworld Freight  
Personal Assistant / Administrator  
Nov 1997 - Dec 1999  
Spectrans Road Freight  
Admin / Invoicing Clerk  
June 1996 - Jan 1997

#### Academic History

Qualification :  
Matric with Exemption  
Date Completed :  
1995  
Institution :  
Kharwastan Secondary School  
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#### Computer Skills

Programs/Systems :  
MS Office (Word, Excel, PowerPoint and Outlook), Navis, Oracle, Afsys, ABS, Sun  
Systems V5.0, JD Edwards, AS400 / Logitrak, Freight Information Systems, SAP and  
Internet

#### Additional Training and Skills

MS Excel Level 2 iSolve - CMA CGM  
Masibonisane (Working through conflict) - Hapag-Lloyd  
Project Management - Hapag-Lloyd  
Presentation Skills (Basic) - Hapag-Lloyd  
Personal Productivity (Basic) - Hapag-Lloyd  
Overview on the Export Process - Hapag-Lloyd  
Certificate in Reefer and Cold Treatment - School of Shipping Institute  
Certificate in Customs & Forwarding - Maritime Institute CC

Laura Moodley  
Resumé of Career to Date

Company Name :  
CMA-CMG Africa  
Type of Industry :  
Shipping Line  
Period of Employment :  
February 2015 - Present  
Position :  
Cost Control Audit  
Duties :

Respect of our Agent's contractual obligations  
Management of contracts (Suppliers & Agents)  
Validation of our Agent's process of controlling and approving invoices  
Detailed control of operational costs  
Recording of controlled accounts in Cost Control Follow up (CCFU)  
Readjustment of non-contractual charges  
Recovery of outstanding Debit Notes  
Proceed to cost analysis in order to minimize the level of expenses debited in the CDA  
Proceed to cost analysis in order to optimize the revenue for the Line  
Audit the Principal's accounts in Agencies  
Report to Head Office via the use Cost Control Reporting tools (BCC, BCL, CCFU, KPI)  
Have a detailed schedule reflecting the voyages calling at your port  
Receive a PCR (from Agent or from Information System) for each voyage  
Make an estimation of expected costs using a cost control matrix  
Receive from Agent a Monthly General Account (MGA)  
For each MGA received, ensure that all amounts debited (or credited) are supported by adequate documentation  
Check each amount debited or credited in accordance with Agent's and suppliers' contractual obligations  
Complete the cost control matrix with the actual figures debited  
In case of discrepancy, approach the Agent for correction  
Log on to CCA for an automated control of variable costs  
Log on to CCFU to record the control carried out  
Follow up and ensure respective credits due to the Lines are received and accurately recorded in DN module or in KPI  
Reason for Leaving :  
Role is more finance orientated; Laura would like to get back into a more Trade and Shipping Administrator role.

Company Name :  
Toyota SA Manufacturing  
Type of Industry :  
Automotive  
Period of Employment :

July 2014 - February 2015

Position :

Exports - Project Manager

Duties :

Ongoing communications (Bi-monthly meetings) with key agents & direct distributors in both the Africa & Europe markets. The emphasis in this position is to be the key window/contact to Toyota South Africa for all distributor enquiries (Problem solving)

PADAC coordination and support (Biannual conferences) Support and kaizen training and all related touch-points with Distributors. Prepare and coordinate monthly Exports Exco packs for Exec meeting.

Provide support to distributors on volume enhancements activities and any other matter that have influence on future orders. Manage and understand clearly any internal business requests prior to consultations with key distributors (Financial, Logistics or any other related queries)

Ensuring roll out of idea's or concepts raised at Executive level.

Support and develop new staff within the Export department.

Be able to understand key internal processes to ensure best practice comparisons

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Keep distributors aware of issues that may impact on planned deliveries.

General communication

Reason for Leaving :

Contract role

Company Name :

Hapag - Lloyd Africa (Pty) Ltd

Type of Industry :

Shipping

Period of Employment :

August 2006 - November 2013

Position :

Customer Service Co-ordinator - Documentation

Customer Service Co-ordinator - Bookings

Customer Service - West Africa / Documentation

Duties :

As Customer Services Co-ordinator - Documentation:

Receive shipping instructions and capture bills directly or via Edi

Retrieve revenue and cross check with sales and create prepaid invoices

Liaise with operations for confirmation of loaded containers.

Transmit manifest to US and Canada Customs

Releasing bills upon receipt of payment

Provide customer with shipping details

Handle customs acquittals

As Customer Service Co-ordinator - Bookings:

Create and distribute booking confirmations

Receive and evaluate bookings directly or via Edi■■■■■

Update request from customers■■■■■■■

Retrieve Revenues and cross check with Sales Department

Liaise with Operations for Transport and equipment availability■

Communicate with customers in case of exception handling of shipments

Provide customers with shipping details

Updating Navis

As Customer Service - West Africa / Documentation:  
Handling all types of Claims for South Africa and West Africa  
Liaise closely with the legal dept in Hamburg  
Co-ordinate with West Africa in all customer related issues  
Monitor the demurrage in West Africa on a daily basis  
Assist with the rate request for West Africa  
Monitor the vessel allocation  
Vessel clean up  
Reason for Leaving :  
Resigned - frustrating working environment

Company Name :  
Delmas Shipping  
Type of Industry :  
Shipping  
Period of Employment :  
September 2004 - July 2006  
Position :  
Financial Logistics Cost Controller  
Duties :

DCT Control:  
check and verify empty expenses/tariffs and quantities, reconciliation of the same  
Demurrage - Agent and cabotage demurrage retrievals and reconciliation.  
Organization of container cabotage  
Rates and payment & other decisions of same made by myself.  
Raising invoices for container sold, lost and repositioned for other lines  
Ordering and supplying of container seals nationally and internationally, co-ordination of same delivery to various ports.  
Tracking of overdue and cost related containers.  
Attend weekly meetings with Logistics manager to present Logistics issues and figures.  
Cost Control:  
On monthly basis check all disbursements received from agents during the month and forward to the disbursement capture department for capture into the general ledger within the deadlines set by the cost control manager.  
Maintain a file in conjunction with the Line manager of all Agency contracts Operational Agreements entered into by the line which concern amounts charged to the line  
Maintain a standard cost data for all ports serviced by the line. This cost book contains at all time the most current rate agreements.  
Ensuring that all costs charged to the line agree to the port and stevedore tariffs and have been approved by the Line management  
Where quantities and / rates charged to the line are not in accordance with the agreed tariffs / quantities these charges are to be timeously queried with the relevant agent and followed through to resolution.  
On a monthly basis prepare the variable and fixed costs estimates per leg, per voyage, per service  
Ensure that all documentation relating to Income and Expenses of the line that are processed to general ledger are valid and accurate, processed to the correct account and correct amounts logged within the prescribed time frames.  
A report to be issued monthly, to the Cost Control Manager for all outstanding queries  
Update & maintain records of all costs received & variances recorded per port per voyage.

Ensure that all deadlines as set by the Head Office and Line management are met without exception  
Perform and Ad hoc queries, studies and analysis that may be required by management from time to time.  
Reason for Leaving :  
Better Prospects

Company Name :  
Diamond Shipping (Pty) Ltd  
Type of Industry :  
Shipping  
Period of Employment :  
June 2001 - August 2006  
Position :  
Export Freight Transmission  
Promoted from  
Personal Assistant  
Duties :

As Export Freight Transmission  
(August 2003 - August 2006):  
Advising clients of vessel availability  
Taking bookings from clients, making bookings with the lines  
Ensuring Rates in Afsys  
Final check point for manifest and booking lists  
Final check point for haz declarations, port pre-requisites  
Transmission of manifest to overseas agents  
Constant liaison between Client and overseas agents  
Assisting and rectifying queries that arise and liaising with the line

As Personal Assistant  
(June 2001 - July 2003):  
Liaising with top business people locally and Internationally  
Petty Cash, Debtors and creditors  
Managing Finance managers diary  
Scheduling and manage internal and external meetings  
Organization of Banquets and venues  
Reason for Leaving :  
Offered a better opportunity

Company Name :  
Seacargo  
Type of Industry :  
Shipping / Freight Forwarding  
Period of Employment :  
April 2000 - June 2000  
Position :  
Import Release Clerk  
Duties :

Admin duties  
Release functions  
Imports and exports  
Reason for Leaving :  
Temp Assignment

Company Name :  
Famous Pacific Shipping (Pty) Ltd  
Type of Industry :  
Shipping  
Period of Employment :  
January 1999 - December 2000  
Position :  
Import Freight Controller  
Duties :

Receive documents from Groupage consolidator  
Check and verify documents against manifest and release instruction  
Liaise with Groupage consolidator to rectify any apparent discrepancy and pertinent Documentation  
Prepare and pass arrival notification  
Attend to FCL's and co-load's  
Liaise with Groupage consolidator regarding discrepancies, shortages/ excesses noticed during unpacking  
Monitor outstanding releases, attend to all trade line queries  
Reason for Leaving :  
Better prospects

MPC Recruitment Group | [Insert Consultant's Name Here]  
[Insert Position Applied For Here] | [Insert Applicant's Name Here]  
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■Candidate Name ■|■Laura Moodley XE  
■MPC Consultant Name ■| ■Laura Knight