

Position Applied For:  
Customer Services Controller  
Candidate Name:  
Ntokozo Zungu  
MPC Consultant Name:  
Tracy Redfern  
Date Referred:  
01/09/2015

#### Personal Details

Surname :  
Zungu  
First Names :  
Ntokozo Sthembele (Known as Sthe)  
Nationality :  
South African  
Language Proficiencies :  
English, IsiZulu, Xhosas & Afrikaans  
EE/AA Status :  
AA / Black Male  
Availability :  
One month

#### Career Summary

Company  
Position  
Duration  
Toyota Tsusho Africa  
Road & Sea Export Administrator  
Jan 2013 to Present  
NCS Resins  
Logistics Administrator  
Nov 2011 to Dec 2012  
ICM Group  
Operations Clerk (Accounts) / Admin Clerk  
April 2009 to Oct 2011  
UTI Durban  
Exports Clerk  
May 2007 to Mar 2009  
KZNPA - Office of the Premier  
KZNPA - Dept Of Education  
Accounts Clerk

Accounts Clerk  
Feb 2007 to Apr 2007

Apr 2006 to Nov 2006  
Coastal KZN College  
Accounts Clerk  
Dec 2005 to Apr 2006

#### Academic History

Qualification :  
National Diploma in Freight Handling Logistics  
Date Completed :  
2013

Institution :  
S.A Maritime School and Transport College

Qualification :  
National Certificate in Customs Clearing & Forwarding  
Date Completed :  
2007

Institution :  
SA Maritime School and Transport College

Qualification :  
National Certificate in Public Finance and Auditing  
Date Completed :  
2006

Institution :  
Institute of Public Finance & Auditing

Qualification :  
Matric  
Date Completed :  
2004  
Institution :  
Durban Academy High School, KZN

■  
Computer Skills  
Programs/Systems :  
MS Office (Word, Excel & Outlook)  
Corefreight, SAP, Sage, Crown Record Management System, ESF, Persal, Coltech & Navision

Additional Training and Skills  
Knowledge:  
Public Finance Management Act  
Treasury Regulations  
Standard Chart of Accounts

Ntokozo Sthembele Zungu  
Resumé of Career to Date

Company Name :  
Toyota Tsusho Africa  
Type of Industry :  
Supply Chain / Automotive  
Period of Employment :  
January 2013 to Present  
Position :  
Road & Sea Export Administrator  
Duties :

Co-coordinating of vehicle exports to Southern Africa via road, and North / East Africa via sea, as well as all imported vehicles.  
Updating of daily dispatch schedule.  
Carrier load planning.  
Plan all vessel / carrier bookings with the relevant transporters and shipping lines.  
Develop all import & export documents such as Invoices, COO, P/L, BOL's etc to ensure effective management of the logistic process.  
Arranging required documents with clearing agent for export.  
Preparing and sending of export document packs to transporters.  
Prepare and submit import documents to clearing agent for all imported vehicles.  
Preparing border and all other trip documents required for all loads done by TTA F carriers.  
Reconciling transport invoices  
Preparing and submitting transport invoices and proof of export docs for payment  
Submitting acquittals to clearing agents  
Attend to queries regarding documentation or the delivery of vehicles to destination  
Communicate with cross-border (destination) customers for any specific requests and to maintain high level of service to them.  
Send documentation to customers via courier  
Communicate with operations team to ensure all outstanding fitments are done and to ensure there are no discrepancies with loads issued  
Process the required SAP / IT system capturing in accordance with the relevant deadlines.  
Reason for Leaving :  
Career Advancement

Company Name :  
NCS Resins  
Type of Industry :  
Resins / Chemical  
Period of Employment :  
November 2011 to December 2012  
Position :  
Logistics Administrator  
Duties :

Planning and co-coordinating of truck loads to Branches, and return loads to head

d office.■

Reduce lead times, stock days, stock levels and stock outs through efficient management of branch orders.

Allocation of available stock against orders to satisfy branch requirements equally on a National level.

Check orders and advise alternative pack sizes, products and regions before making fresh stock.

Daily update of stock out list daily and weekly

Update of urgent list, providing ETA's

Communicate urgent request with production.

Respond to emails and telecom queries

Take part in monthly and quarterly stock counts.

Liaise with the sales force on new stockable

Products, attend sales meetings and present stock figures.

Maintain stock levels in conjunction with

Forecast / MRP

Create orders for stock requirement as required

Check and edit system orders weekly

Reason for Leaving :

Better Opportunity

Company Name :

ICM Group

Type of Industry :

Shipping

Period of Employment :

April 2009 to October 2011

Position :

Operations Clerk (Accounts) / Admin Clerk

Duties :

Processing Tax Invoices for Dbn FF division

Getting quotes from suppliers for client quotes

Management of office amenities

Updating of Company's revenue report.

Updating and sending out daily benchmarks reports.

Updating of stock dates and vessel sailings.

Responsible for payment of Company's monthly utility bills.

Reconciling, payments to Creditors.

Handling the companies Port Accounts (NPA)

+/- 15 creditors with a book value of R3-5 million

Investigating and solving Creditors Accounts queries.

Handling of Branch Petty Cash.

Container tracking on Transnet site.

Processing cargo dues on ports online (IMP / EXP)

Registration of shipments on Corefreight (EXP / IMP)

Preparing and submitting docs to customs

Preparing and submitting docs to Durban Chamber

Expediting and following up on queries with controllers

In charge of Company filing and storage of files (Crown).

Dispatch of invoices and supporting documents to Clients.

Assist with Imports and Exports operations.

Reason for Leaving :

Job Security, company under liquidation

Company Name :

UTI Durban

Type of Industry :

Logistics and Shipping  
Period of Employment :  
May 2007 to March 2009  
Position :  
Exports Clerk  
Duties :

Requesting freight statements from Shipping Lines.  
Ensure rates charged are updated and correct.  
Preparing files for / to be invoiced.  
Invoicing of Ocean Export Shipment Files on Navision.  
Compiling of cheques.  
Dispatching of Invoices and supporting documents to Clients.  
Splitting and imaging of Ocean Export Documents on ESF.  
Reason for Leaving :  
Better Career Prospects (Headhunted by ICM)

Company Name :  
KZNPA  
Type of Industry :  
Government  
Period of Employment :  
April 2006 to April 2007  
Position :  
Accounts Clerk  
Duties :

Office of the Premier  
As Accounts Clerk  
(February 2007 to April 2007):  
Capturing Journals on BAS.  
Compiling of Journals / Payments.  
Maintaining of Bookkeeping Filing System.  
Receiving and Posting of Deduction Schedules.  
Preparing of Annexure A's.  
Compiling of S & T Claims.  
(3 Month Contract)

DEP of Education  
As Accounts Clerk  
(April 2006 to November 2006):  
Capturing Journals on BAS.  
Maintaining of Bookkeeping Filing System.  
Processing and Amending of Garnishee on Persal.  
Reason for Leaving :  
End of contract.

MPC Recruitment Group | [Insert Consultant's Name Here]  
[Insert Position Applied For Here] | [Insert Applicant's Name Here]  
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■Candidate Name ■|■Ntokozo Sthembele Zungu XE  
■MPC Consultant Name ■| ■Elmarie Muhl