

## **Résumé / Curriculum Vitae**

***Maureen Fischer***

Date of Birth

1986/11/19

Current Address

South Africa

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I am a South African citizen, currently living and employed in the country. My home language is English and I am comfortably fluent therein. I have a growing interest in adding value to people's lives and hope pursue this through teaching English abroad. Although I do not have any working experience to support a teaching role, I am an educated and well-seasoned senior employee and mother to two teenagers.

### **Education and Professional Training**

From Most Recent

**The TEFL Academy, UK-Accredited, 2021**

Level of education: Qualifi Level 5 Diploma

Awards: 6 Month Diploma

Training: Full Online Interactive Course

**Regent Business School, Johannesburg, South Africa, 2021**

Level of education: Postgraduate Diploma in Management

Awards: 1 Year Diploma

Training: Live lecture streaming & Online support

**Regent Business School, Johannesburg, South Africa, 2016 to 2018**

Level of education: Bachelor of Commerce Degree

Awards: 3 Year Diploma

Training: Bi-monthly classes with trained instructors

**International Chamber of Commerce, Johannesburg, South Africa, 2012**

Level of education: Certificate of Competency

Awards: 3 Month Short Course

Training: On site classes with trained instructor

**Intec Distance Education, Johannesburg, South Africa, 2004 - 2005**

Level of education: Grade 12

Awards: Certificate of Graduation

Training: Correspondence Education Courses

**Work Experience**

From Most Recent

**Senior Channel Controller, Operations, 2018/09/01 to Present****Tradestream (Pty) Ltd, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Management of order's shipping requirements based on commodity, including manufacturing certificates, electrical compliance certificates, hazardous class transport permits and distribution permits.
- Maintenance of cargo readiness updates to clients
- Selecting of best method of shipment based on commodity, pricing and client requirements
- Verifying vendor documents are compliant according to Customs import regulations
- Arranging release of original transport documents with vendors based on payment terms and agreements
- Arranging documents to Customs Department for framing and submission to South African Customs

- Arranging timely release of cargo from carriers for collection from port / airline / depot and delivery thereof
- Finalizing and providing invoicing and supporting documents to client upon delivery of order
- Query resolution for all movement of cargo including storage charges, penalties, customs mis-declarations and insurance claims for damages, short-shipments and lost goods.
- Status report submission to individual clients on a daily basis
- Service provider invoice reconciliation and payment submission
- On-boarding of new clients and setting up of process flows for client and vendor
- Managing trade finance clients where cargo is imported in a 3<sup>rd</sup> Party's name, ensuring documentation is reflecting correctly from order through to final invoice for import clearance
- Mentoring graduates employed as part of the Graduate Program where little to no real-time experience has been achieved in their chosen field of employment

### **Logistics Team Leader, Key Accounts, 2016/01/01 to 2016/11/01**

#### **Investec Import Solutions, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Reporting to Operations Manager, Account Credit & Risk Manager
- Managing work allocation according to volume and level of difficulty
- Managing weekly / monthly reporting and data integrity thereof
- Identifying integration weaknesses and improving process flows between systems
- Head brainstorming sessions with import controllers and presenting to the client
- Attendance of monthly management meetings, bearing accountability therein and communicating client queries, complaints, proposals, compliments and achievements to the imports team
- Managing the import of in-house branded goods moving outside of the ordering system profile
- Assisting management with new projects, unique reporting requests, nominations for promotions and general day-to-day team morale and productivity
- Filling in for absent employees as an added assistance

**Senior Logistics Controller, Key Accounts Team,**

**2014/01/01 to 2015/12/31 & 2016/01/01 to 2018/08/31**

**Investec Import Solutions, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Management of order's shipping requirements based on commodity, including manufacturing certificates, electrical compliance certificates, hazardous class transport permits and distribution permits.
- Maintenance of cargo readiness updates to clients
- Selecting of best method of shipment based on commodity, pricing and client requirements
- Verifying vendor documents are compliant according to Customs import regulations
- Arranging release of original transport documents with vendors based on payment terms and agreements
- Arranging documents to Customs Department for framing and submission to South African Customs
- Arranging timely release of cargo from carriers for collection from port / airline / depot and delivery
- Finalizing and providing invoicing and supporting documents to client upon delivery of order
- Query resolution for all movement of cargo including storage charges, penalties, customs mis-declarations and insurance claims for damages, short-shipments and lost goods.
- Orders received through an online ordering system
- Approved orders automatically feed through to controllers for managing
- Discrepancies between original order quote details and actual shipment details verified with client's purchasing department prior to booking and shipment approval due to cost implication
- Real time system updating necessary to facilitate external log-in access and order status visibility
- System integration failures logged with IT department and solution initiated with all impacted departments

**Senior Logistics Controller, Portfolio Team, 2011/05/01 to 2013/12/31****Blue Strata Trading, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Management of order's shipping requirements based on commodity, including manufacturing certificates, electrical compliance certificates, hazardous class transport permits and distribution permits.
- Maintenance of cargo readiness updates to clients
- Selecting of best method of shipment based on commodity, pricing and client requirements
- Verifying vendor documents are compliant according to Customs import regulations
- Arranging release of original transport documents with vendors based on payment terms and agreements
- Arranging documents to Customs Department for framing and submission to South African Customs
- Arranging timely release of cargo from carriers for collection from port / airline / depot and delivery
- Finalizing and providing invoicing and supporting documents to client upon delivery of order
- Query resolution for all movement of cargo including storage charges, penalties, customs mis-declarations and insurance claims for damages, short-shipments and lost goods.

**Verification Officer, Credit & Risk, 2010/02/01 to 2011/04/30****Blue Strata Trading, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Managing client orders' total landed costs against their approved facility limits
- Reporting to Risk & Credit Department on client's facility use and available funds
- Managing purchase order sign-off by clients to indemnify the company
- Capturing and finalizing of commercial invoices for foreign payment release
- Checking import shipments document compliance for submission to South African Reserve Bank

**Order Processor, Credit & Risk, 2008/01/01 to 2010/01/31**

**Blue Strata Trading, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Receipting and capturing client shipping orders into Oracle system
- Arranging orders' shipment and payment details to Forex Department for foreign currency purchasing
- Allocating orders to relevant import controllers to manage
- Reviewing partial shipments for back-order or cancellation
- Arranging surrender or extension of remaining foreign currency based on client's requirements

**Data Capturer, Finance, 2006/10/19 to 2007/12/31**

**Blue Strata Trading, Johannesburg, South Africa**

Detailed description of work duties and responsibilities:

- Capturing client and vendor information into new system database
- Cross-referencing outdated and current information for financial database
- Invoice and payment filing and shipment file drawing on request as additional assistance to the Finance Department

## **Awards Received**

### **Work-Related**

#### **Long Service Award, 2018**

##### **Investec Bank, Johannesburg, South Africa**

Long-term service award certificate given to employees for 10 years of permanent service.

Award ceremony delivered by Stephen Koseff, a Director and Group CEO of Investec Ltd.

#### **David Kuper Excellence Award, 2012**

##### **Blue Strata Trading (Pty) Ltd, Johannesburg, South Africa**

Annual employee award given to one employee for outstanding performance.

Recognition within the company and a prepaid trip to Mauritius for one week.

Award ceremony delivered by Adam Orlin, CEO and Founder of Blue Strata Trading (Pty) Ltd.

#### **David Kuper Excellence Award Nomination, 2010**

##### **Blue Strata Trading (Pty) Ltd, Johannesburg, South Africa**

Annual employee award given to one employee for outstanding performance.

Recognition within the company and a prepaid trip to Mauritius for one week.

Award ceremony delivered by Adam Orlin, CEO and Founder of Blue Strata Trading (Pty) Ltd.