Williamson

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 **WORK EXPERIENCE**



2014 - Present

**2 YEARS, 8 MONTHS**

**Logistics** Goldsail Asia Africa Logistics Ltd.

• Acquiring nomination letters from consignee and facilitate to make sure containers are nominated to CFS of choice as per customer request. • Verification of shipments. • Documentation of shipments, Port operation, follows up of release order and loading. • Liaising with accounts for payments of import/export duties, shipping line charges. • Monitoring of trucks turn round for both inbound and outbound logistics, report if there is any traffic and communicate at the end to speed up loading / offloading to avoid delay. • Preparing weekly delivery performance report and present in weekly logistic meeting. • Trucking of empty containers making sure they are returned to nominated depot and obtain interchange before expire of guarantee to avoid demurrage and detention. • Liaising with shipping line and follow-ups of Demurrages for payments if any and container deposits refund. • Obtain purchase orders for all shipments handled and pass them to finance department to facilitate invoicing on monthly bases. • Filing of clearance documents: copies of Bill of Lading, container guarantees and interchange



2011 - 2013

**2 YEARS, 3 MONTHS**

**Logistics clerk** China Africa Total Logistics

• Liaising with accounts for payments of import/export duties, shipping line charges • Prepare and submit reports to Customs Authority, resolving & closing all customs issues/queries once raised. • Negotiation of shipping agencies’ fees • Check fiscal prices, custom requirements and clearing fees • Get the optimal, most efficient and cost effective shipping, transport method of consignments. • Track shipments and follow up with the forwarder regarding arrival dates at the ports • Send clear instructions to the consignee regarding the clearing documentation as per the requirements • Follow up closely on the customs clearance and delivery process. • Give overall logistical support to all departments issues, advice key milestones, timelines, and cost implication as well as identify.



2010 - 2011

**1 YEAR, 4 MONTHS**

**Logistics clerk** Soneva Enterprises

• Registration of IDF using KRA Simba system • Registration of Import and Export documents using KRA Simba system • Payment of IDF Fees and other taxes at bank • Clearing and forwarding duties • Scheduling and tracking of shipments from Origin to destination • Negotiating rates with carriers and providing quotations to clients • Trucking of empty containers making sure they are returned to nominated depot and obtain interchange before expire of guarantee to avoid demurrage and detention • Supervise to make sure consignment is loaded intact and trucks have proper documentation • Filing of clearance documents: copies of Bill of Lading, container guarantees and interchanges



2007 - 2010

**2 YEARS, 5 MONTHS**

**Logistics clerk** Shelter Conveyors LTD

• Preparing and issuing daily shipment status report to respective clients. • Resolving shipment issues that may arise with customs officials. • Lodging of IDFs for imports shipments using KRA’s Simba system • Lodging of imports and exports payments tickets through KPA KWATOS system. • Liaising with accounts for payments of import/export duties, shipping line charges. • Preparation of draft invoices to accounts department. • Documentation of shipments. • Verification of shipments. • Bank payments for IDFs and entries (duties). • General office administration i.e filing, report preparation, • Custom declaration clearance of goods at the ports application of IDFS administrative duties in the office • Managing customs documentation, tracking of advance license availability, usage & balance, closure & record keeping, managing data and clearance documentation • Handle the total chain of export and import documentation activities.



 **EDUCATION**



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| 2015 | - Present | **DIPLOMA IN TRANSPORT AND LOGISTICS** |  |
| **1 YEAR** | | **MANAGEMENT** TECHNICAL UNIVERSITY OF MOMBASA |  |
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|  |  |  |  |
| 2006 | - 2006 | **CERTIFICATE IN SHIPPING** Bandari college |  |
| **6 MONTHS** | |  |  |
|  |  |  |  |
| 2002 | - 2005 | **KENYA CERTIFICATE OF SECONDARY** |  |
| **3 YEARS, 8 MONTHS** | | **EDUCATION** MWAKITAWA SECONDARY SCHOOL |  |
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 **SKILLS**

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| Cargo loading and fixing |  | Communication | | | | | | | |  |  | Customs clearance | | |  |  |  |
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| Document and archive management | | | | |  |  | Fleet management | | | | | |  | Import and export documents | | | |
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| Logistics information systems | | |  | Logistics planning and management | | | | | | | | | | | |  |  |
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| Office tools (MS office, open office, etc.) | | | | | | |  |  |  | Office tools: Word, Excel, Outlook | | | | | | |  |
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| Planning and scheduling |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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 **LANGUAGE SKILLS**



English

**SPOKEN: FLUENT**

**WRITTEN: FLUENT**

Swahili

**SPOKEN: FLUENT**

**WRITTEN: FLUENT**

 **HOBBIES**

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| RIDING BICYCLE |  | TRAVELLING |  | WATCHING MOVIES |
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