**CURRICULUM VITAE**

Gift.359957@2freemail.com

**PERSONAL DETAILS**

Date of Birth : 13th April, 1980

Gender : Male

Marital Status : married

Nationality : Malawian

Religion : Christianity

Home Village : Bruce Village

T/A Sawali

Balaka

**PROFESSIONAL QUALIFICATION**

2004 : **Advanced Diploma in Clearing, Forwarding and Shipping Management**

Board : Association of Business Managers and Administrators (ABMA)

Institution : Tutorial shipping college

**SUBJECTS PASSED**

* Ship Management
* Shipping Law
* Port Agency
* Marine Insurance
* Dissertation

2003 : **Diploma in Clearing, Forwarding and Shipping Management (2)**

**SUBJECTS PASSED**

* Shipping Practice
* Economics of Sea Transport and International Trade
* Introduction to Shipping
* Marine Insurance and Law
* Dissertation

2002 :  **Diploma in Clearing, Forwarding and Shipping Management (1)**

**SUBJECTS PASSED**

* Office Practice
* Clearing and Forwarding Practice
* Cargo Storage and Warehousing
* Customs Declaration
* Dissertation

**ACADEMIC QUALIFICATION**

2000 : Attained Malawi School Certificate of Education (MSCE)

Institution : Bangwe Private secondary school

**WORK EXPERIENCE**

**I have worked for Intercontinental freight handlers as Customs Clearing Clerk since 2008 up to 2010.And currently am working at trans master.**

**DUTIES**

* Preparing Bill of Entries
* Compiling all relevant Shipping documents
* Debit collection
* Updating customers constantly and in time
* Uploading documents to DPC/MRA
* Attending to MRA queries when they arise with urgency
* Advising customers on customs procedures and requirements

**HOBBIES**

* Playing soccer
* Swimming
* Watching news