

DEBORAH MWABA BWALYA

CLEARING OFFICER | LOGISTICIAN

CONTACT

1st Chikola, 5050, Itawa,
Ndola, Zambia



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6434



debbieanoyam@yahoo.com



SKILLS

Clearing and Forwarding Skills

Perseverance and motivation skills

Microsoft Office Suite

Good at carrying out directives and
work with minimum supervision

A team player that works well with
other people

Excellent verbal and written
communication Skills

Can work under pressure

PROFESSIONAL SUMMARY

Extensive 3 years working experience in Freight and forwarding and warehousing.

Adaptable team leader with excellent interpersonal skills and dependable with quantitative skills willing to learn new challenges.

WORK EXPERIENCE

06/2018 – To Date

Ndola Port Supervisor, Barthsam Freight Services Limited, Ndola Zambia

Responsibilities:

- Invoicing all clients
- Taking account of all goods before exported out of the warehouse
- Arranging payment of freight and other charges or collection of payment on behalf of the client
- to provide different range of services to exporters to ensure smooth and timely shipment of goods.
- Advise on export costs, including freight costs, port expenses, consular fees, special documentation costs and insurance costs

01/2017 – 05/2018

Clearing Officer, Barthsam Freight Services Limited, Ndola, Zambia

Responsibilities:

- Submitting entries to ZRA
- Clearing all bonding, Exports and Exbonding
- Preparing Customs Documentation
- Making sure all goods in the bonded warehouse have got bin cards to help identify them when exporting them out.
- Maintaining Office system including data management and filing

01/2016 – 12/2016

Accounts Clerk/Administrator, Principal Capital Consultants Limited, Ndola, Zambia

Responsibilities:

- Book-keeping
- Preparing invoices for clients
- Preparing fund transfers
- Office Management
- Preparing Validation reports
- E-Tax online Payments

ACHEIVEMENTS

Planning and Implementation of customized products and services and direct delivery from warehouses to customers.

LANGUAGES

English

Chinyanja

Bemba

SEMINARS/ TRAININGS

Clearing and Forwarding Training

LICENCES/CERTIFICATION

Transport and Logistics ZCILT

EDUCATION

2011-2013
Diploma in Industrial Shipping and Logistics, Zambia Institute of Business Studies and Industrial, Kitwe, Zambia

2006 - 2008
Grade 12 School Certificate, Luangwa High School, Luangwa

REFERENCES

Mrs Alice Sichone

Customs Clearing Director
Barthsam Freight Services Limited
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Mr. Godfrey Phiri

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