

CURRICULUM VITAE

**TEENA T
GOVENDER**



PERSONAL DETAILS

SURNAME: GOVENDER
FIRST NAME: TEENA
NATIONALITY: SOUTH AFRICAN

SECONDARY EDUCATION

Matric Centenary Secondary School, Durban, KZN

TERTIARY EDUCATION

- **Certificate Of Accomplishment**
Course: Office Efficiency
Institute: Quest, DBN
- **Diploma In Theology**
Course: Biblical Studies
Institute: Reformed Church in Africa Bible School, KZN
- **Certificate In Practical Zulu**
Course: Zulu Language Study
Institute: Zama, Durban
- **Windows 95 Certificate**
Course: Training
Institute: Coopers & Lybrand
- **Certificate In Personal Mastery Programme**
Course: Personal Mastery
Institute: University Of Stellenbosch – Graduate School of Business
- **Certificate Of Excellence**
Job: Office Administration
Institute: March for Jesus Organisation, Jhb
- **Certificate In Basic Child Care – (0 – 5 Years)**
Institute: Professional Child Care College, Jhb
- **Certificate In Special Needs – Inclusive Programme**
Institute: Professional Child Care College, JHB
- **Certificate In Liner Trade Shipping– University Level (Seta)**
Institute: MSC Maritime School Of Business
- **Certificate In Business Communications Skills (Seta)**
Institute: MSC Maritime School Of Business
- **Studies In Basic Principles Of Shipping Law**

Computer Literacy:

- Computer Literate In MS Windows And The Following Office Applications
- MS Word
- MS Excel
- MS Outlook
- MS PowerPoint

WORK EXPERIENCE

SUMMARY OF PAST and CURRENT JOB POSITIONS

Personal Assistant/ School Administrator: Alpha & Omega C.A - Current

Client Services / Marketing Assistant: MSC Shipping 2004 – 2013

Export Coordinator: Rennie's Ships Agency 2002 – 2004

Researcher: Robertson's Int'l agents for Risk companies - 2004

Office Administrator: March for Jesus Office 2000

Pricing Coordinator: Safmarine: 1990-1998

Exports Coordinator: Freightmarine Shipping 1987 – 1990

Office /Accounts Administrator: Dr Desai & Partners 1987

ALPHA & OMEGA CHRISTIAN ACADEMY, JHB

CURRENT POSITION: Personal Assistant to the Principal
and Office Administrator

KEY RESPONSIBILITIES

- ❖ Organising calendar and daily diary of principal
- ❖ Principals first line of communication
- ❖ Dealing with staff, parent and student queries.
- ❖ Screening of telephone calls.
- ❖ Setting up of meetings and compiling agendas for such meetings
- ❖ Events Coordinator
- ❖ Booking of flights, and assisting with Visa applications for International Travel
- ❖ Ensuring all administration of office is carried out
- ❖ Updating of SA Sams (GDE) school administration system
- ❖ Compiling and updating of A.E.E. (former ACE) school information system
- ❖ Complete function of New Admissions
- ❖ Liaising with parents, service providers and teachers for all enquiries.
- ❖ Answering all email & telephone correspondence with regards to admission enquiries, parent problems, service providers, job applicants.
- ❖ Handling of account enquiries,
- ❖ Administration and update of the D6 Communicator.
- ❖ Updating of 'Versus' Sports system
- ❖ Compiling of Income & Expenditure statements,
- ❖ Preparing, typing and distribution of minutes of meetings, newsletters, notifications to parents, and memos to staff.
- ❖ Proof reading of all outgoing correspondence by principal, HOD's and academic staff.
- ❖ Counselling of students & teachers
- ❖ Administration of cleaning staff and grounds man
- ❖ Staff appointments, research of job applicants
- ❖ HR functions with regards to staff issues, i.e. salaries, employment, social

MEDITERRANEAN SHIPPING COMPANY, SANDTON
POSITION: Marketing Assistant

KEY RESPONSIBILITIES

- ❖ Rate quotations (vis: freight, costs, landside charges) for all trade routes
- ❖ Co-ordinator of Key Accounts (SAB, Meridian, DHL, Expeditors) and others.
- ❖ Compiling and capture of bookings – all trade lanes
- ❖ Handling of Cross trade shipments
- ❖ Handling of all client internal and external queries
- ❖ Handling of vessel queries
- ❖ Handling of and tracing of Abandoned shipments
- ❖ Handling of manifest correctors
- ❖ Logistics and tracking of containers
- ❖ Liaising with Msc Geneva with regards to rates on application
- ❖ Assisting with rate negotiations
- ❖ Assisting with operational and documentation problems
- ❖ Assisting clients with shipping options in order to secure business
- ❖ Processing of hazardous and reefer acceptance applications
- ❖ Liaising with management with regards to client shipping queries & claims
- ❖ Navis pre advising/ updates (Transnet/Portnet system)

RENNIES SHIPS AGENCIES MAY - 2002 – DECEMBER 2003
POSITION: Controller

KEY RESPONSIBILITIES

- ❖ Import And Export Freight Controller – West African Trade & Indian Ocean Islands
- ❖ Controlling of entire export function from bookings up to manifest distribution
- ❖ Bookings capture and distribution
- ❖ Preparation and distribution of vessel forecasts to vessel operators
- ❖ Setting up of and distribution of Johannesburg stack dates for vessels ex Durban & cape town
- ❖ Export documentation – preparation of bills, indemnities, certificates.
- ❖ Carrier haulage function
- ❖ Import and Cross Trade control
- ❖ Invoicing of shipments
- ❖ Port distribution of bills and manifests
- ❖ Key accounts and debtor control
- ❖ Tracking and demurrage control on import containers
- ❖ Outstanding freight control
- ❖ Client liaison with regard to Imports, Exports and Cross Trade freight and service enquiries

ROBERTSONS INTERNATIONAL REPORTS MAY 2004
POSITION: Researcher

KEY RESPONSIBILITIES

- ❖ Gathering of key financial information on companies in Southern Africa
I.e. Sasol, Sappi, Hulletts, SAB...
- ❖ Liaising with financial managers, directors and company secretaries of major corporations to gather such information.
- ❖ Liaising with accounts departments for trade references
- ❖ Compiling and updating of financial reports on companies for credit and business purposes for overseas insurers.
- ❖ Dictaphone recording of all reports.

MARCH FOR JESUS ORGANISATION 2000
POSITION: Office Administrator/Secretary to Chairman

KEY RESPONSIBILITIES

- ❖ Office administration and secretary to the chairman
- ❖ Worked without direct supervision.
- ❖ Managed the tele-center and electronic communication
- ❖ Organising of meetings, workshops and seminars.
- ❖ Events coordinator.
- ❖ Recording, preparation and distribution of minutes and agendas
- ❖ Temporary assignment

SAFMARINE 1990-1998**KEY RESPONSIBILITIES**

- ❖ **PRICING CLERK** – Jan 1990-June 1995

- ❖ **TRADES:** Far East, USA, North West Continent, Mediterranean, West Africa, Inter-Trades, Scandinavia And Eastern Block Countries.

- ❖ **SALES DEPT. – Pricing Co-ordinator/ Client Services**

- ❖ **TRADES:** North West Continent, Mediterranean, West Africa, Inter-Trades, Scandinavia and Eastern Bloc Countries.
 - Acting supervisor
 - Answering of all enquiries from internal and external clients with regards to services, import and export freight rates quotations including origin and destination land side costs.
 - Pricing of Export shipments
 - Maintaining and updating of tariffs.
 - Maintaining, updating and distribution of ad-hoc based Shipments.
 - Maintaining, updating and distribution of long term contracts
 - Client liaison with regards to all trade enquiries

FREIGHTMARINE 1987-1990**KEY RESPONSIBILITIES**

- ❖ **DATA CAPTURER** – May 1987-June 1988

- ❖ **EXPORT CO ORDINATOR** – June 1988-Jan 1990
 - K-Line Export Clerk – All functions CTO's, Bills of lading, Manifesting, Vessel queries, container tracking, Invoicing

- ❖ Transferred To Safmarine Division In January 1990

Drs DESAI & PARTNERS SPECIALIST ANAESTHETISTS - 1987

POSITION: Office Administration and Data Capturing.

KEY RESPONSIBILITIES

- ❖ Office Administration without supervision
- ❖ Capturing and Distribution of Statements
- ❖ Accounts Function
- ❖ Bookings of surgeons for Anesthetists
- ❖ Left In May 1987 To Improve Work Career

OTHER ACTIVITIES AND WORK EXPERIENCE

- Freightmarine Employers Rep. Council: Dept. Representative
- Safmarine Employers Rep. Council: Dept. Representative
- Reformed Church In Africa Emmanuel Sunday School Secretary / Treasurer
Youth Coordinator
Worship Leader
- Evangelical Church In SA - Jubilee (KZN): Sunday School Teacher; Ladies Leader
- Evangelical Church In SA – Faith, Jhb: Ladies Coordinator,
Youth Worker, Worship Team
- Evangelical Church In SA – Agape, Jhb: Youth Coordinator/ Sunday School Coordinator/ Worship Leader/ Youth & Marriage Counsellor, Ladies Leader, Conference Director
- Avon: Avon Sales Representative
- Linden Pre Primary School – Linden Practical's In Child Care - 2003

SPECIAL ACHIEVEMENTS:

- Recognised for literary submissions to school magazine
- Participated in athletics, netball, soccer
- 1994 national elections domestic observer
- Employer of the month – Safmarine
- Certificate of achievement – March for Jesus
- Special achievement award – Special Needs inclusive education
- Provincial Woman's Conference Co-ordinator (Evangelical Church of S.A.)

SPECIAL SKILLS

- Excellent organizational and time management skills
- Good written communication skills
- Accuracy and attention to detail
- Touch Typist
- A calm and professional manner in difficult situations
- Excellent administration skills
- A flexible and adaptable approach to work
- The ability to use my own initiative
- Tact and discretion in dealing with confidential information and matters.
- Patience and Self-control in demanding situations

HOBBIES

- Fabric painting, Craftwork
- Poetry writing
- Reading

REFERENCES

Rev Victor Pillay
Minister – RCA Minister and Head of Synod
 Reformed Church In Africa – Emmanuel
 Dbn; Charisma Laudium
 Laudium, Pretoria
 (012) 656 9954 / 083 2323 363
 Email: vicpillay@mweb.co.za

Mr Ravi Gopaul
Branch Manager
 Rennies Ships Agencies
 (011) 407 2444

Mr Gordon Rathinam
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 Safmarine/ Maersk Lines Durban
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 Msc Shipping Sandton
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Mr Brian Marrian
Chairman March For Jesus/ Missionary
 Campus Crusade/
 Former Engineer at CSIR
 Cell: 082 497 0369
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Dr Louis Van Wyk
Educational Psychologist
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(Written references showing track record, special achievements, and certificates, if not attached, are available on request : e-mail)