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**OBJECTIVE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | *“To build up my career with the help of my basic skills of technical, analytic, logical and communication strength while enabling the organization to achieve targets and growth.”* |

**SUMMARY QUALIFICATIONS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Developed interpersonal skills
* Skilled in MS Office (Microsoft Excel, Word, Power Point)
* Preparation of All kind of Reports
* Dubai Trade Portal Management
* Positive Attitude
* JAFZA Administration
* Can work under pressure
* Customer service oriented
* Import Export Logistics Knowledge
* Friendly manner
* ERP, Microsoft Dynamics GP user

**PERSONALPROFILE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth : March 11, 1991

Age : 24

Gender : Female

**EDUCATIONAL ATTAINMENT**

**Tertiary Level HND in Purchasing & Supply Chain Management**

Institute of Supply Chain Management Sri Lanka

October 2013

**Secondary Level**  **Diploma in Secretarial Practices**

National Institute of Business Management

February 2014

**IATA SRILANKA**

Diploma in Aviation Management and Cabin Crew at IATA Sri Lanka

Certificate Course in Airline Ticketing & Reservations at Galileo Sri Lanka

**Primary Level**  **Colombo South International College**

Edexcel Ordinary Level (Bio Science) – 6 subjects, 6 passes

GCE Ordinary Level (Sri Lanka) – A – 5, C – 1.

As Level – 1 year (Biology, Physics, Chemistry, English Literature)

**WORKING EXPERIENCE**

***BOLD INTERNATIONAL FZCO, October, 2014- Up to Present***

**Position: *Procurement Executive cum logistics***

***Responsibilities:***

* Placing orders to the supplier as per the requirement from customers.
* Negotiation with Suppliers for the best rate.
* Preparing Sales Order, Performa Invoices, Commercial Invoice, Delivery note and Bill of Entry.
* Preparing export documentation as well as arranging freight forwarders.
* Follow up the payments from customers.
* Highly experienced in working with suppliers in many countries.
* Keen knowledge about products, quality, product management.
* Vendor Management Team Building and Staff Leadership Relationship building
* Sourcing and rate negotiation of material locally and worldwide with proper supplier’s, delivery time and quality.
* Inventory management & Warehousing.
* Coordinate with Freight forwarders for the shipments ETA, ETD.
* Analyze price comparison sheets of relevant forwarders before confirming.
* Familiar with checking BOL ,preparing Packing List
* Analyze the product which is fast and slow moving.
* Maintaining the inventory report.
* Maintaining the file record.
* Act as a customer service between the supplier and the customers.
* Correspondence Letters.
* Initiate the sales team for the sales update and work as a team.

***Sri Lanka Bureau of Foreign Employment, (Government Org) February 2012 –October 2014***

**Position: *Procurement Coordinator***

*Responsibilities:*

* Placing orders to the local suppliers as per the requirement from relevant department.
* Maintaining effective records and administration.
* Maintaining QMS Systems
* Communication and correspondence.
* Faxing, photocopying and scanning.
* Prepare and Presentation of progress reports, Sales Reports, Fast Moving Items.
* Maintain and ensures proper filing system.
* Scanning the documents.
* Maintaining the filing system accordingly.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Providing the controlled documents to the employee which they need.
* Generate the various document control reports as required.
* Arranges transportation and forwarding services to all orders to ensure all material is delivered as per schedule.
* Preparing data sheets for delivery.

***Al Mauyed Travels & Tours, February 2010 – November 2011***

**Position: *Confidential Secretary to CEO***

*Responsibilities:*

* Meeting and greeting visitors at all levels of seniority.
* Organizing and maintaining diaries and making appointments.
* Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
* Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
* Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology
* Devising and maintaining office systems, including data management and filing.
* Arranging travel, visas and accommodation and, occasionally, travelling with the CEO to take notes or dictation at meetings or to provide general assistance during presentations.

**SEMINARS ATTENDED**

**Clerical & Stress Management**

Sri Lanka Foundation SLF

June 2014

**Business Administration**

National Youth Services Council

February 2014

**Office Management**

National Youth Services Council

April 2014

**EXTRA CURRICULAR ACTIVITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Senior Prefect, Colombo South International College
* President, Junior Science Association
* Chief Organizer, College Media Unit
* Leader, School Debating Team
* Member, College Western Band
* Member, College Netball Team
* Member , College Swimming Club

**MAJOR RESPONSIBILITY**

* Maintaining Daily & Monthly Sales Report
* Making Area Wise and Manager Wise Sales
* Making product wise report
* Updating of Customer Data Base
* Coordination with the regions
* Assuring the Best Quality of the Products.
* Presentation and any other special report assigned by the management
* Make decisions consistent with the organizations guiding policies and/or criteria regarding procurement, transportation, logistics, inventory management, etc.
* Make decisions with market, economic, social, and political environments taken in to account

*I*