CURRICULUM VITAe

Date of Birth : - 24th May 1990

Nationality : - Sri Lankan

Career Objective:

To obtain a challenging position offering growth, potential and responsibilities in a progressive minded organization, to make effective use of my skills, grow professionally and to be successful. I believe in and strive for overall profitability and well-being with my employer.

Personal Appraisal:

Friendly and pleasing nature, believe in hard work, integrity and dedication, ability to work under pressure, enjoy team work.

Qualifications:

 Courses Completed:

* Introduction to Civil Aviation. Emirates Aviation College
* Cargo Product Knowledge and Documentation. Emirates Aviation College
* Dangerous Goods Handling Emirates Aviation College
* Cargo and Special Load Handling Emirates Aviation College
* Dangerous Goods Handling Refresher Emirates Aviation College
* Computer Diploma Wales Computer Academy
* Computer Application Assistant National Vocational Training
* English and Business Communication Skills World Wide Educational Institute

WORKING EXPERIENCE

* I Have 2 Years’ Experience as a Data Entry Operator at DEPARTMENT OF MOTOR TRAFFIC, NARAHENPITA, In Sri Lanka. (Since June 2007 To June 2009)
* I Have 2 Years’ Experience as a Claims Executive at the IRIS SOLUTIONS (PVT) LTD in Dematagoda Orion City in Sri Lanka. (Since July 2009 To July 2011)
* I Have 6 Months’ Working Experience at the Floor Care Cleaning Service (PVT) Ltd as a Computer Operator. (Since September 2011 To February 2012)
* I Have 3 Years’ Working Experience at the Transguard Group LLC as a Transguard Warehouse Operator in Dubai International Airport. (Since March 2012 To March 2015)

Employer : Group LLC

Date of Employment : MARCH, 2012 to MARCH 2015

Department : FG 01 Airside & FG 08 Airside

Job Description : CARGO HANDLING ASSISTANT

CARGO ASSISTANT BREAK DOWN

* Receive flight manifest, FFM, CPM of breakdown cargo from SA Breakdown at the work station.
* Retrieve ULD for breakdown from ETV position at the work station, and bulk dolly from Ramp position at the breakdown area as instructed by SA breakdown.
* Check the condition of the ULD before break down of cargo. Any damage noticed should be highlighted to SA. Verify the unit numbers and the destination to make sure appropriate unit is broken down.
* Ensure to verify air waybill number and the number of pieces received against manifest/FFM. Enter the Air waybill number; location details with the number of pieces in DACS+ through HHT, when required use manual LCS to record.

CARGO ASSISTANT BUILD UP

* Receives Build-up list from SA Build-up / SA W/H Control
* Handover the copy of build-up list to the assigned driver to retrieve and position cargo in the selected build-up area.
* Based on the priority/load plan briefing received from SA carries out build-up of ULDs and preparation of bulk dollies as per the buildup list. Instruct porters to load the cargo and when HEA/BIG pieces are involved instruct Equipment Operators to load using the forklift. Checks the Air Waybill number of each piece/ No. of pieces being loaded on units. Record the piece count on each unit with correct Air Waybill number. Check Dangerous goods hazard and handling labels on DG shipments. In case found without required hazard/handling labels at the time of build up such shipments to be separated, relabeled as per shippers declaration then load onto the ULD/bulk
* While loading the cargo on ULDs/keeping for bulk loading, observe IATA/ICAO Regulations and any specific carrier instructions, such as handling/loading/ DGR loading/segregation/structural/operational weight limitations.
* DGR shipments, (if airlines not instructed otherwise) are to be stored in ULDs in such a position that enables access by the crew during cruise (cargo flights).
* I Have 08 Months Working Experience as a Cargo Assistant at the Fly Dubai Airline in Bandaranayke International Airport in Sri Lanka. (Since June 2015 To January 2016)
* I Have 2 Months Working Experience as a Warehouse Assistant at the Middle East Fuji LLC in Dubai. (Since February 2016 To April 2016)

Academic Qualifications:

▪       General Certificate of Education - Ordinary Level (2006)

Professional qualifications:

1. Computing
* Completed six month full time Computer Application Assistant course at National Vocational Training Authority of Sri Lanka. (Since 2007 January to 2007 May)

THE COURSE CONTENTS ARE MENTIONED BELOW

* Maintain Files & Folders
* Perform Word Processing
* Prepare Spreadsheets
* Prepare Presentations
* Maintain Database
* Create Electronic Files
* Apply IT for Communication
* Do General Maintenance
* Successfully completed Computer Diploma Course at Wales Computer Academy in Sri Lanka. (Since August 2009 To February 2010)

b. English

* I have followed a three month full time course of study in English and Business Communication Skills at World Wide Educational Institute.(Since June 2010 To September 2010)

c. Athletics

* Participated in a Inter Class Cricket Tournament. (2003)
* Participated in Annual Inter House Athletic Meet. (2004)
* 4 x 100m Relay under 16 Champion at the Inter House Athletic Meet. (2005)
* Participated The Independent Ceremony. (2007)
* Member of the School Rugby Team & Member of the OLD BENS Rugby Team.

**Hobbies**

* Playing Rugby, Playing Cricket & Travelling

**About Me**

* I strongly believe in team work and that the right person should be put in the right place.
* I believe that any company should have a good marketing team.
* I believe that a Company success depends on Time, Cost control, Quality, and above all the right decisions and vision.

Personal Details:

* Nationality : Sri Lankan
* Date of Birth : 24th May 1990
* Marital Status : Single
* Religion  : Roman Catholic
* Languages known : English, Sinhalese & Hindi

**First Name of Application CV No:** **1702470**

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