**PROFILE**

An energetic and enthusiastic character who is ready to reach greater heights by taking up any challenge that would improve my knowledge, skills, experiment new techniques and to boost up my confidence in building an awesome career in the Logistic Industry.

**CONTACT**

Jeyanathan-395059@2freemail.com

1990/06/20

**JEYANATHAN**



**EDUCATION**

**Hindu College Colombo 4**

Ordinary Level – 2008

**IDM Nations Campus**

Diploma in Information Communication Technology

Completed - 2009

**International Airline Ticketing Academy Colombo 4**

Diploma in Airline Fares/E-Ticketing, Marketing,

Reservations, GDS, Airport Operations and Cargo.

Completed - 2012

**London Business School Colombo 4**

Diploma in Web Engendering

Completed - 2017 - 2018

**Achievers Lanka Business School Colombo 4**

Diploma in Logistic Services, Freight Forwarding & Multi Modal Transport Following - 2019

**WORK EXPERIENCE**

 **Inventory Control Officer/IT Officer** December 2013 – Present

* Develop and implement efficient inventory management procedures
* Preparing Shipment Documents for Approvals
* Report and track inventory quantity values
* Record and maintain inventory accountability and control inventory movements
* Creating End of Fiscal Year Reports
* Perform Quarterly Inventory Count to check Inventory Accuracy
* Performs general office duties including inventory filling, hard and soft copy
* Organizing Events in the Country and took part in other CSR Events of the organization and other training programs.
* Supervising Shipment Receives and guiding the staff to arrange the warehouse accordingly.
* Trouble Shooting IT related issues Software & Hardware
* Provide full range of technical assistance in server and network operations

 **Customer Service Executive** *2012 – 2013*

* Handling Customer quarries regarding the Products
* Promoting the product according to the customer requirements

**PERSONAL SKILLS** **EXTRA CURRICULAR ACTIVITIES**

* Fluent in three Languages - English, Sinhala & Tamil
* Motivated self-starter with an aptitude to learning new skills quickly.
* Great team player
* Hard working
* Strong interpersonal, learning and organizing skills matched with the ability to manage stress, time and team work
* Participated and won in Zonal and School Athletic Meets.
* Played and Captained the School Football Team.
* Played in the School Cricket Team
* Participated and Won in the English Day Competition

**TECHNICAL SKILLS**

* Web – HTML, CSS, PHP
* Databases – MySQL, MS Access, MS SQL Server 2008/2010
* Visual Basic
* Microsoft Office
* Online Database System (Flow Trac)
* Server Management
* Trouble Shooting Issues related to Software and Hardware
* Microsoft Applications

I would appreciate an opportunity to discuss my curriculum vitae further and if given the opportunity, I assure you my best, along with the commitment and dedication to duties entrusted. I do hereby declare the above details are true and correct to the best of my knowledge.

Jeyanathan