

Contact HR Consultant for CV No: 302616

E-mail: response@gulfjobseekers.com

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Personal Summary

I am an adaptable, enthusiastic and self-motivated individual currently looking for a career in an esteemed organization. I possess excellent communication skills and strong analytical skills combined with the ability to relate well to people at all levels. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion.

I have completed my Primary and Secondary education at **Good Shepherd Convent, Colombo 13, Sri Lanka** and hold a degree **in B.A. Corporate Economics**. (**Chennai, India)**

Academic Qualification

Good Shepherd Convent – Colombo 13, Sri Lanka

Ordinary Level – 2005

Advance Level – 2008

Professional Qualification

Bachelor of Arts in Corporate Economics (Women's Christian College, Affiliated to University of Madras)

Diploma in Information & Com Technology (IDM, Sri Lanka)

Certificate course in Computer studies (Singapore Informatics, Sri Lanka)

Certificate in Human Resource Management (Institute of Personnel Management, Sri Lanka)

Work History

Marine Transport Services (Pvt.) Ltd - 1 Year and 1 month

Trans cargo (Pvt) LTD - 6 Months

Area of Expertise

* Imports Documentation
* Exports Documentation
* Sea Freight
* Air Freight
* Customs Coordination
* Bill of Lading & Vessel

General Skills

* Customer Care
* Interpersonal skill
* Communication
* Soft skills
* Teamwork
* Problem solving
* Time management
* Ability to work under pressure

Work Experience

Company Name : Transcargo (Pvt) Ltd, Sri Lanka.

Period : 01 Nov 2015 to 04 May 2016

Designation : Customer Service Executive

Department : Imports & Exports

Company Name : Marine Transport Services (Pvt) Ltd, Sri Lanka.

Period : 17 Sep 2014 to 28 Oct 2015

Designation : Management Trainee

Department : Imports, Exports & Marketing

Duties and Responsibilities

Imports

* Data Entry
* Submitting manual Manifest
* E-manifest (ASYCUDA)
* SLPA updates
* Finalizing the charges
* Local and overseas mail correspondence

Exports

* Data Entry (Bill of Lading)
* Sea freight, Air freight and Transshipment Finalizing
* Online booking & BL submitting (SEA & AIR)
* Local and overseas mail correspondence

Marketing

* Mail Correspondence
* Getting the best rates from the Lines
* Fixing the rate with the consignee and proceeding the shipment

Extra-Curricular Activities

* Member of Rotary club and National Service Scheme in WCC, Chennai, India.
* Member of student Gospel band and College choir, and we have performed in several places in India.
* Member of Security and Discipline committee for the college cultural, India.
* Member of Tamil Literary Union in Good Shepherd Convent, Sri Lanka.
* I have done a group project in Tourism conducted by Good Shepherd Convent, and was placed second.
* Successfully completed a course at the Institute of Western Music & Speech both Theory and Practical from the initial stage to Grade 06. Prize Winner for Grade Two.
* I have completed the Foundation Level in Yoga.

I certify the above information is correct and true.