

**NISHA**

**SENIOR EXECUTIVE**

OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and to be promoted to higher positions in the career ladder

STRENGTHS

* Good knowledge of Air Line Ticketing, Reservations & Travel Marketing
* Ability to work effectively for long hours
* Ability to work under pressure
* A good eye for details; great retention skills
* Ability to multitask, a great team player
* Diligent and committed to work
* A keen observer
* Great interpersonal and communication skills
* A friendly and cheerful attitude
* Highly dedicated to the job and goal-oriented
* Proficiency in Microsoft Office programs such as Word and Excel
* Good organizational skills
* Admirable resourcefulness; and has a positive outlook on life
* Well-organized, with good time management skills

PROFILE

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| --- | --- |
| Name | **Nisha** |
| Date of Birth | **20th October 1986** |
| Relationship | **Married** |
| Nationality | **Sri Lankan** |
| Languages | **English / Sinhala** |

CONTACT

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| Email | [**Nisha-394200@2freemail.com**](mailto:Nisha-394200@2freemail.com) |
| Visa Status | **Visit Visa – Valid till 05-Dec-2019** |
|  |  |
|  |  |

Professional

**Resume**

**EXPERIENCE**

|  |  |
| --- | --- |
| **2006 - 2015** | **(SRI LANKA)** |



**Senior Executve – Production**

Corresponding with Overseas buyers & respond to customer queries, Planning and organizing production schedules, Work closely with the Materials Suppliers, Vendors, stores and Senior Management to manage schedules. Monitor and coordinate activities of whole Prooduction. keeping production team up-to-date regarding quantity & packing methods change and etc. Make recommendations for process improvements, track production performance and develop a process to anticipate and identify problems, Create work orders and schedule to designated work centers. Provide input and feedback to Management to make decisions.

**In-charge – Export Documentation**

Online Shipping bookings, Prepare all shipping Documents adhereing to export regulations. Cordinate shpment detals with forwarders & Carerriers, Montorng the correct loadng of good to lorries & containers, Handled sample delvery to clents and overeas buyers.

**In-charge – Warehouse Documentation**

Prepare Raw Material Lists to relevent sections, Communicate with local & foreign vendors & suppliers and place purchase orders, Follow guide lines & upload details to relevent websites, Hands on expierience wth Zebra & Seagull Barcode Printer and Scanners

**PROFESSIONAL QUALIFICATIONS**

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| --- | --- |
| **2005** | **IDM NATIONS CAMPUS** |
|  | **Diploma in Computer Science** |
|  | Successfully Completed |
| **2008** | **INTERNATIONAL AIR LINE ACADAMY** |
|  | **Certificate in Air line Ticketng, Reservationss & Marketing (Travel &** |
|  | **Tourism)** |
|  | Successfully Completed |



**EDUCATION**

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| --- | --- | --- |
| **2005** | **MARY IMMACULATE CONVENT** |  |
|  | **GCE (Advanced Level) Examination** |  |
|  | General English – B / Business Studies – C / Economics – C / Accounts – S |  |
| **2002** | **MARY IMMACULATE CONVENT** |  |
|  | **GCE (Ordinary Level) Examination** |  |
|  | English – A / Religion – A / Social Studies –A / Science – A / Commerce – A / |  |
|  | Sinhala –B / Music –B / Maths – C |  |
|  |  |



**PROFESSIONAL SKILLS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Communicaion** |  |  |  |  |  | **Microoft Office** |  |
|  |  |  |  |  |  |
| **Logistics Operations** |  |  |  |  |  | **Warehouse Operation** |  |
|  |  |  |  |  |  |
| **Travel & Tourism** |  |  |  |  |  | **Networking** |  |
|  |  |  |  |  |  |
| **Merchandising** |  |  |  |  |  | **Sales & Marketing** |  |
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**HOBBIES AND INTERESTS**



**BOOKS** **GOOD MUSIC** **TRAVELS** **FITNESS**



**N**isha Date & Signature