

Curriculum Vitae

R.H.M. CHANAKA MILINDA



RESIDENCE:-
NO. 17
PRINCE COURT
ILIMBA
HORANA.

CONTACT:-
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OBJECTIVES

Highly talented Product Promoter with huge experience in inducing retail stores to sell particular products and market them effectively; creating public interest in buying products by demonstrating items to prospective customers and answering their questions; transporting, assembling and disassembling materials, preparing presentation content and helping to design exhibits.

QUALIFICATIONS

WORK EXPERIENCE IN OVERSEAS

- Data Entry Section in Charger warehouse in Ansar Mall.
(A leading shopping Center in U A E Dated on February 2010 to October 2015)
- Asst. Warehouse in charger at Falcon Pack LLC
(Falcon Pack has one of the largest product lines in the disposable food packaging industry. Dated on January 2016 to August 2017)

JOB DESCRIPTION :-

- Through understanding and experience in preparing accounting records.
- Proper handling the seasonal promotion and Yearly Inventory.
- Good Coordination with suppliers.
- Make GRN, Transfers, Invoices, Sales s Invoices.
- Responsible to make local Purchase Order.
- Make inventory application like Stock Count Adjustment of goods.
- Co-ordinate with Manager regarding delayed and arrival of consignment for Import and Export.
- Always Positive thinking and smiling personality.

WORK EXPERIENCE IN SRI LANKA

- **Working as Assistant Manager Operation in Transworld GLS Lanka (Pvt) Ltd from 2019 to present.**
- Worked as Import Documentation Executive in Sipco Transport Lanka (Pvt) Ltd. From 2017 to 2019.
- Worked as a Data Entry Supervisor in Benchmark Logistics and Altron Shipping from 2008 to 2010.
- Worked as an Import Export Executive in Multimodal Logistics (Pvt) Ltd from 2006 to 2008.
- Worked as Documentation Executive in Pacific Container Line Agency from 2004 to 2006.

JOB DESCRIPTION:-

- Collaborates and communicates with logistics technicians, customer service representatives, service providers, and others involved in the shipment of products.
- Tracks, traces, and updates the status of outgoing shipments.
- Maintains a clean, neat, and member-ready area.
- Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately.
- Engages with vendors and drivers with a positive attitude.

PROFESIONAL QUALIFICATION	➤ Provides additional backup support for shipping and receiving departments ➤ Manages the shipment of all products, materials, and supplies.
	• Successfully completed a certificate course of study in Logistics Services, Freight Forwarding, and Multi model transport - approved by the director General of Merchant shipping • Diploma in Ms Office. • Extensive knowledge of principles and methods for showing and selling products and services. This includes marketing strategy and tactics product demonstration sales Techniques and sales control systems. • Deep knowledge and use of the English language including the meaning and spelling of words rules of composition and grammar. • Great ability persuading others to change their minds or behavior. • Uncommon ability to talking to others to convey information effectively.
ACADEMIC QUALIFICATION	• Passed G.C.E. (O/L) • Passed G.C.E. (A\L)

OTHER ACHIEVEMENTS

01) Successfully completed the Basic Food Hygiene Training conducted Middle East Dubai (22nd August 2016).

PERSONAL INFORMATION

Full Name	Rajakaruna Herath Mudiyanseelage Chanaka Milinda
Date of Birth	12 th October 1982
Gender	Male
Marital Status	Married
Nationality	Sri Lankan
Religion	Buddhist
N.I.C No / Passport No	822860680V / N7771019
E-mail address	tsdesk@tgslanka.com

Non-Related Referees

01) Sagara Edirisinghe

Finance Manager

Transworld Gls Lanka Pvt Ltd

Colombo 01

Mobile : +94 77 654 3384

Email: accountant@tgslanka.com

02) Pradeep Kulasooriya

Asst Manager -sales

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I do here by certify that above information are correct according to the best of my knowledge and belief. Permission is given to your organization to make such investigations as necessary on the information given above.

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Date

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R.H.M. Chanaka Milinda