

# Poorna Akalanka



## CONTACT

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## U.A.E Visa Status : Currently in Visit Visa

## EDUCATION

### ICBM Campus (2019 August - 2023 Sep.)

BBA Supply Chain Management - Second Upper Class

### E-soft Metro Campus (2014)

Certificate in Ms Office

### Yale Institute

Advanced English Course

## EXPERTISE

SAP Knowledge

Axpert Knowledge

MS Office Package

Scheduling

Data Entry

Critical Thinking

Leadership

Interpersonal Skills

Office Administration

Document Control

## LANGUAGE

English

I am a dynamic, self motivated and task oriented individual with proven leadership skills and hands on experience specially in logistics industry.

## WORK EXPERIENCE

### Shipping Executive (2024 June - 2025 Jan.)

#### Eswaran Brothers Exports (Pvt) Ltd

- Handling all pre & post-shipments & final documentation.
- Coordinate with shipping lines and forwarders to make all shipment bookings on time & fulfill the shipping instructions.
- Arrange monthly/weekly shipment schedules with relevant packing material statements.
- Coordinate with traders and stores/packing teams in order to schedule a shipment.
- Arrange the buyer's commission & SLECIC insurance for each shipment.
- Arrange the relevant certifications such as PHYTO, COO,GSP,Health, COI, COTECNA,SGI which are relevant for the tea exportation.

### Senior Imports Executive (2021 Nov. - 2024 June)

#### Timex Garments (Pvt) Ltd

- Coordinate with local and overseas customers/agents for imports & export shipment agreements.
- Coordinate with sales team and other departments for handling shipments and shipping documents.
- Crucially follow up on boarded shipments and update relevant internal departments with all information in time.
- Update the system and submit periodical reports and information needed to the sales team, management and other clients.
- Perform research for various departments for all import and export laws and procedures and maintain knowledge on all tariffs and licenses and collaborate with finance team and maintain inventory of all products and analyze all loan and insurance documents.
- Monitoring of the shipments to ensure the compliance of regulations & checking the competitive rates and Freight agents nominate for the collection of the shipments.
- Ensuring the efficiency and effectiveness of imports ,calculates duties, tariffs, price conversions, weight, and volume of merchandise exported and imported.
- Manage all administration matters of freights,customs,BOI,SLPA including payment arrangements.
- Serves as a liaison between agents, brokers, banks, shippers, and warehouse facilities.
- Delivery arrangements, record updating with stakeholders on inbound shipments.

### Logistics Administrator & Clerk (2018 Jan. - 2021 Aug.)

#### Elenco General Trading - Abu Dhabi -U.A.E

- Responsible for completion of bill of ladings, certificate of weight, purchase request, and invoices.
- Performs work leader duties for shipping, receiving, and warehouse functions, to achieve overall objectives of the organization.
- Checking the competitive rates and Freight agents and nominate for the collection of the shipments.
- Customer care reports & other Admin work for the operation.
- Handle outgoing shipments and warehouse management.
- Custom clearance and special approvals.

## NON- RELATED REFERENCES

### Mr. Wasantha

### Karunaratna

Timex Garments (Pvt) Ltd /Group Imports Manager

Phone: +94719658468

Email : wasantha.karunaratna@timexsl.com

### Mr.Sanath C. Fonseka

Nishico International (Pvt) Ltd /Shipping & Logistics Manager

Phone: +94779063656

Email : freight@nishicogroup.com