

PRAVEEN CHARUKA COORAY

LOGISTICS & SUPPLY CHAIN EXECUTIVE

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PROFILE SUMMARY

Dynamic and results-driven logistics professional specializing in logistics coordination, freight management, and supply chain solutions. Self-motivated with strong communication, presentation, and management skills, and adept at overseeing end-to-end logistics operations. Recognized for a flexible, proactive approach and a commitment to continuous learning, delivering consistent results in fast-paced environments.

EXPERTISE & SKILLS

Freight Coordination
Negotiation & Booking
Shipment Planning & Tracking
Procurement Management
Account Payable & Receivable
Analytical & Problem-Solving
Supply Chain Management
Import/Export Documentation
Inventory Management

SOFTWARE SKILLS

Cargo Wise System (Certified)
MS Excel
MS Word
Microsoft Power BI
MS Power Point

PROFESSIONAL EXPERIENCE

EFL Global HQ (pvt) Ltd | Logistics Executive - Global Operation | June 2022 – Sep 2024

- Prepared and generated critical shipping documents, including Bill of Lading, Invoices, and Packing Lists, to facilitate seamless air and sea freight operations.
- Coordinated pre-alerts, job orders, and master data updates for import/export operations using CargoWise System, ensuring efficient and compliant processes.
- Managed end-to-end logistics operations, ensuring timely and accurate shipments to meet customer satisfaction and service level agreements.
- Updated Master Bill of Ladings (MBLs) and House Bill of Ladings (HBLs) within CargoWise and maintained documentation accuracy by uploading relevant documents as needed.
- Assisted in the preparation and filing of regulatory documentation, including ACI, AMI, eManifest, and ISF filings, to maintain compliance with industry regulations.
- Applied knowledge of Incoterms to negotiate and finalize trade terms, ensuring compliance and minimizing risks across international shipments.
- Managed Accounts Payable (AP) and Accounts Receivable (AR), handling reconciliation and settlements to maintain accurate financial records.
- Provided timely and effective support to team members and clients on the CargoWise platform, fostering smooth communication and issue resolution.
- Tracked and monitored shipments, proactively addressing delays and issues to maintain smooth supply chain flow.

- Coordinated pre-alerts, job orders, and master data updates for import/export operations using CargoWise System.
- Achieving Sales Targets as per Company strategy.
- Negotiating rates from Overseas Partners / Sending Nominations and Follow up For Pre-Alerts.
- Responsible for holding key accounts.
- Effectively communicate with customers to handle queries
- Meet deadlines while maintaining standard operating procedures.

PROFESSIONAL CERTIFICATION

CargoWise Certifies Professional - Wise Tech Global (Wise Tech Academy)

Specialize in Customs, Forwarding, Linear & Agency Transport and Warehouse

Certificate Number – 55058

Member, The Chartered Institute of Logistics and Transport International (MILT)

EDUCATION

BSc. (Hons.) Logistics & Transportation | 2019 - 2023

Colombo International Nautical and Engineering College (CINEC) - Sri Lanka

Second Class Lower GPA - 3.00

LANGUAGES

English

Sinhala

REFERENCE

Will be Provided upon Request.