



# JOHNS JAYANI CHAMALKA JAYASENA

## Personal Info

[chamalkajayani1017@gmail.com](mailto:chamalkajayani1017@gmail.com)

+94779548613

Ihala Gomugomuwa Ihala  
Gomugomuwa, Kuliyapitiya, 60211,  
Srilanka

957911684v

Srilankan

1995-10-17

## Education

- **English Diploma**

University of Wayamba Sri Lanka.

- **English Diploma**

ESOFT Metro Campus

- **Higher National Diploma In English**

Srilanka institute of advanced technological institute

- **AAT Foundation Level**

Association Accounting Technicians

- **Human resources**

management diploma

IMBS Green Campus

- **ABE Level 4**

Advance business Education in United Kingdom

- **Translation and Interpretation diploma**

University of Kelaniya

## Summary

4 Years experience as a Shipping Coordinator and documentation officer & as a shipping Executive.

## Work Experience

### **English Teacher, Kuli. Apaladeniya M.V, Kuliyapitiya**

January 2018 - September 2018

- Utilized a variety of teaching methods and resources to engage students in the learning process.
- Collaborated with other teachers and administrators to create an effective learning environment.
- Developed and implemented lesson plans to help students achieve their English language learning goals.

### **Shipping Coordinator and documentation officer, Dasa Trade Centre, Munamaldeniya**

August 2020 - November 2022

- Handling of the BL submissions
- Handling the export documentation & coordinating with freight forwarders
- Preparing of sales orders pro forma invoices for the consignment
- Handling of the sales invoice and handling production packing materials stock
- Preparing to pack credit loan documents and other related bank work.
- Processed incoming and outgoing mail, faxes, packages and other deliveries.
- Handled customer inquiries via phone, email, and live chat in a professional and courteous manner.
- Arrangement of the shipments in a timely manner with coordinating transporters

### **Shipping and Logistics Executive, Riococo Lanka PVT Ltd, Mahakeliya**

November 2022

- Handling of Export Documentations
- Tracking the shipments in a timely manner
- Handling of sample shipments
- Arranging the shipments by coordinating transporters

- Professional Certificate in logistics services, freight forwarding & multimodal transport

CINEC Metro Campus

- Handling the other shipping and logistics related tasks of the company

## Skills

Teamwork

Leadership

Adaptability

Time management

Interpersonal skills

Communication