

POORNA AKALANKA RAJAPAKSHE

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SUMMARY

Results-oriented Logistics Senior Executive with a proven track record of optimizing outcomes. Skilled in critical thinking, interpersonal skills and team leadership. Seeking a challenging role to leverage technical expertise and drive logistics excellence.

WORK EXPERIENCE

Shipping Executive, Eswaran Brothers Exports (Pvt) Ltd

June 2024 - Jan 2025

- 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, Timex Garments (Pvt) Ltd

Nov. 2021 - June 2024

- 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 on 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, Elenco General Trading - Abu Dhabi - U.A.E

Jan 2018 - Aug 2021

- Responsible for completion of bill of lading, 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.

EDUCATION

BBA Supply Chain Management - Second Upper Class

Aug. 2019 - Sep. 2023

ICBM Campus

- Relevant coursework in supply chain management.
- Thesis on "Benefits of Implementing A Green Supply Chain Management of The Apparel Industry In Sri Lanka".

Certificate in Ms Office

2014

E-soft Metro Campus

Advanced English Course

2013

Yale Institute

ADDITIONAL INFORMATION

- **Technical Skills:** Proficiency in logistics software applications, Ms Office, Scheduling, Data Entry
- **Core Competencies:** Critical Thinking, Leadership, Interpersonal Skills, Office Administration, Schedule Management, Document Control
- **Languages:** English
- **U.A.E Visa Status:** Currently in visit visa

REFERENCES

Available Upon Request