

# 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)

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## EDUCATION

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

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

Second Class Lower GPA - 3.00

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## LANGUAGES

English

Sinhala

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## REFERENCE

Will be Provided upon Request.