









# JOHNS JAYANI CHAMALKA JAYASENA

## Personal Info

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## 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, Kuliypitiya

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

## Skills

Teamwork

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Leadership

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Adaptability

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Time management

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Interpersonal skills

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Communication

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