

WUVAN PRASAD RATHNAYAKE

Operations Professional offering around 14 years of expertise in managing Logistics/Supply Chain/Warehouse Operations and Documentation - seeking position as Logistics/Supply Chain Coordinator or Document Controller preferably in Logistics, Warehousing, Manufacturing or Facility Management sector.

EXPERIENCE

KTS FREIGHT FORWARDERS PVT LTD | SRILANKA | Aug - Nov'21

SHIFTCO SHIPPING & LOGISTICS | SRILANKA | Feb - Jul'21

SENIOR EXECUTIVE - OPERATIONS

- Manage the shipping administration process (Air, Sea and Land), including the up keep of accurate records, consolidation of reports, and cataloguing of all shipping data.
- Check costs from freight forwarders and clearing agents against approved rates.
- Preparing and managing shipping documentation and provide end to end clearance support; coordinate with government authorities and agencies for shipment approvals.
- Co-ordinate with transporter's team on behalf of the clients and manage their stock - inbound and outbound.
- Continuously track shipment progress and communicate delays, working closely with the Shipping Supervisor to address any shipment issues; Advise merchandisers and distribution centres of incoming shipments.
- Manage all transactions of Clients Stock in Warehouse Management System (WMS).
- Inventory management for clients including stock count - audit and share reports with client to support their business enrichment.
- Continually review freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible.
- Streamline shipping and transportation processes.
- Manage vessel booking and coordinating container released orders.
- Prepare container fumigation process.
- Ensure the team follows customer service processes; from order entry to the delivery of goods.
- Review the Letter of Credits and other payment terms and provide input to the Customer Service Manager and/or Finance Department.
- Determine best solutions for the issues escalated by the customers.
- Provide backlog analysis and ensure accuracy of data provided for forecasting process.
- Prepare tracking sheet to monitor the confirmed sales orders shipments.

SPRYN LOGISTICS PVT LTD | SRILANKA | Apr'16 - Oct'20

ATCO FREIGHT SERVICES | SRILANKA | Jul'11 - Mar'16

WHARF CLERK

- Provide efficient delivery logistics through data management.
- Fill out import-export documentation, compile carrier and route assignments, compute international fees for each shipment, and keep track of shipment payments and quotas.
- Collect the commercial documents from bank with necessary endorsements.
- Track shipments and communicate with clients about the package's progress.



GET IN TOUCH

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EXPERTISE IN

3PL/SUPPLY CHAIN MANAGEMENT

EXIMP PROCESSES

DOCUMENTATION

WAREHOUSING

RESOURCING & DEVELOPMENT

COMPLIANCES

RISK ANALYSIS & MITIGATION

AUDIT PROCESSES

CASH HANDLING

QUALITY CONTROL

VENDOR MANAGEMENT

HEALTH & SAFETY

CUSTOMER RELATIONS

TECHNICAL SKILLS

- DIPLOMA IN COMPUTER SYSTEMS.
- MS OFFICE
- GEN SOFT
- ASYCUDA SYSTEM

EDUCATION

2003 - General Certificate of Education - Commerce/Accounting (GCE) - Srilanka.

CERTIFICATIONS

2014 - Customs House Agent
2014 - Wharf Assistant

- Coordinate shipping with customs agents for clearance on overseas deliveries.
- Deal with quotes from prospective shippers and handle claims with insurance companies if any shipment problems happen to occur.
- Arrange & manage warehouse facility.



ARAB WINGS TRAVELS PVT LTD | SRILANKA | Nov'09 - Dec'11

DOCUMENT CONTROLLER & CUSTOMER SERVICE

- Copy, scan and store documents.
- Check for accuracy and edit files, like contracts; review and update technical documents (e.g. manuals and workflows).
- File documents in physical and digital records.
- Manage the flow of documentation within the organization.



PEOPLE'S BANK | SRILANKA | Oct'08 - Sep'09

CASHIER

- Process Cheque encashment/Making Money transfers.
- Updating account details and cash book.



TEXTURED JERSEY LANKA LTD | SRILANKA | Oct'07 - Sep'08

OPERATIONS ASSOCIATE

- Contribute to the Finishing Department by operating the finishing machine and checking the on-going knitted fabric errors.(color patches, marks, width, weight).

🏆 ACHIEVEMENTS

- Promoted from Wharf Clerk to Operations Executive.
- Achieved Cost & Time Saving Goals by implementing best Customer Services.



PERSONAL INFO

Nationality: Srilankan

DOB: 12 February 1984

Gender: Male

Civil Status: Married

Languages: English

Visa: Visit Visa

Validity: 08 March 2022

📞 REFERENCES

Available on request.