







L. Shehan Paktsun

CONTACT

-  International City, Al Warsan Dubai, U.A.E
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-  Available

SKILLS

- Transportation Related Software (flairsoft solution)
- Accounting software
- Office Administration
- Accounts
- HR & PRO Management
- Operations Management
- Financial Reporting
- Liaising with Banks & clients
- Service Management
- Relationship Management
- Team Management
- MsWord
- MsExcel
- MsPowerpoint
- Email
- Internet browsing

LANGUAGES

English

Fluent

Hindi

Advanced

Sinhala

Fluent

PROFESSIONAL SUMMARY

Hard-working and reliable individual offering over 15+ years of local & GCC experience including office Administration, Land Transportation. During these years, I am a supervisor who has managed a team of 25+ members. Accomplished team leader with a history-proven track record of meeting deadlines and achieving targets.

WORK HISTORY

Office Manager –Transport & Administration 01/2016 – 10/2023
Truck General Land Transport LLC – Dubai, U.A.E

- Orchestrated day-to-day transportation operations, from planning and executing schedules for drivers, pickups, and deliveries to problem-solving challenges
- Arranged transportation for both local & export including trailers of all types to local & GCC countries
- Managed the transportation department provided leadership within the assigned locations and acted as the liaison between customers, operations, drivers, and the support team
- Monitored operations and staff and recommended, when necessary, any changes in methods, procedures, structure, and additions or changes in personnel to secure optimum utilization of resources
- Administered all Company policies and procedures, communicated to staff, interpreted, as necessary, and ensured compliance and safety
- Kept a strategic number of drivers on standby for emergencies and contacted substitute drivers promptly to ensure uninterrupted delivery
- Coordinated regularly with customers, vendors, and suppliers
- Assessed safety, performance, and compliance with Department of Transportation regulations through inspections
- Handled the company's response to accidents and breakdowns to minimize service disruption
- Handled all local transportation / GCC cargo delivery by heavy tracks
- Directed and facilitated activities/procedures that constantly improve coordination and communication with internal & external customers
- Kept staff informed of current problems, changes, and new developments in the department and company by conducting periodic meetings
- Managed the maintenance and repair of vehicles
- Negotiated contracts with suppliers and vendors
- Demonstrated a strong sense of urgency and ability to make fast/logical judgments under tight deadlines
- Knowledge of best practices and principles in Dubai Trade / DP world
- Strong knowledge in E token / Gate advice / all transport-related Dubai trade activities & solutions.
- Direct Reporting to Managing Director.

Transport Supervisor & Account Admin 09/2008 – 12/2015
Truck General Land Transport LLC – Dubai, U.A.E

- Oversaw records covering purchasing transactions, distribution flow and stock storage.

PERSONAL DETAILS

Nationality: Sri Lanka

Marital Status: Married

Visa Status: Spouse Visa (Expiry: 23rd October 2025)

Other: Availability : Immediate Joining

- Defined KPI targets to maintain solid standards of work in the operation team.
- Understood and balanced client and company priorities to achieve overall objectives.
- Kept all company logs and records updated, recording daily details of work performed.
- Assessed staff and team performance and regularly actioned insights to fuel improvement.
- Prepared Daily reports and other office administrative records according to laid down procedures, policies, and regulatory requirements regularly for smooth functioning.
- Maintaining a record of Daily work Sheets, Funds transfers, Attendance Sheets, and Petty cash daily.
- Preparing quotations, Invoices, Payment vouchers, receipts vouchers, manuals, and Employee's salaries.
- Statement of Accounts, follow up with the clients for payments.
- Preparing the reports, and tracking the projects received.
- Managed the entire spectrum of activities across providing facilities support to all the office staff and efficiently arranged and maintained office contracts.
- Deftly ensured that expenses are kept within or below the budgetary guidelines and oversaw that all supplies are purchased while handling several issues in the company.
- Built a cohesive team spirit throughout the company by designing a program that recognized competing management objectives, created common goals, and provided measurement incentives.
- Efficiently manage Crises, and provide feasible and innovative solutions to manage the situations.
- Organized various training sessions for the new joiners to enhance their performance; developed, motivated, and educated the senior team members on various operational matters.
- Constantly monitored day-to-day operations at a micro level, maintaining daily checklists and executing the tasks assigned by organizational standards. Provided regular reports and any other requested information as required for ensuring the smooth execution of overall tasks assigned by the management.
- Spearheaded administration-related activities including office automation/ office administration. Managed overall relationship management and liaised with various authorities & departments for smooth operations.

Documentation Clerk – Logistics
Civaro Lanka Ltd – Sri Lanka

06/2007 – 12/2007

EDUCATION

High School Diploma: General Certificate of Education Advance level examination in Account & business studies Sri Lanka, 2006

St. Anthony's College, Wattala – Sri Lanka

REFERENCES

References available upon request.