



curriculum vitae

Please refer the "DETAILED CURRICULUM VITAE" for your convenience for further reference.

Full Name	:	Saravanan Paramanathan
Address	:	[No 50A 6th Avenue Colombo Srilanka
Current Address	:	[1-9, 109, Al Khail Gate, Dubai]
Contact Number	:	+94 76 206 9999
Local Dubai Number	:	+971 52 495 4223
E-Mail	:	paramanathansaravana@gmail.com
Gender	:	Male
Marital Status	:	Single
Date of Birth	:	07th of July 1995
Age	:	26 Years
Nationality	:	Srilankan
Blood Group	:	O (+) Positive
Srilankan Driving License No	:	B 3372294
Passport No	:	N6089150 Date of Expiry: 22/09/2025)
Schools Attended	:	Colombo Hindu Collage

• **PROFILE**

to use own initiative and work as part of a team. Proven leadership skills, including managing & motivating other staff to achieve company objectives. An effective communicator at all levels within an organization. Good problem solving & analytical skills. Computer literate

To seek challenging avenues where my knowledge and experience matches with the organization's growth.

- **Skills & Abilities**

- Excellent communication skills both written & oral in Tamil, English & Sinhala.
- Fair communication skills in Malayalam, Arabic & Hindi.
- Good humored & enthusiastic under pressure.
- Adapt quickly to diverse management & client styles.
- Confident & poised in interactions with individuals at all levels.
- Proficient in the use of Microsoft Windows XP, Microsoft Office XP Professional (Word, Excel & Power Point) Act.

- **Education, Training & Professional Qualifications**

- Completed GCE (O/L) with One Distinctions (1D), Six Credits (6C's) & One simple (S)

EDUCATIONAL QUALIFICATIONS

Completed GCE Ordinary Level Examination (Tamil Medium) 2014 December

Mathematics	C	Tamil Language & Literature	D
Science	S	Technical Subject (Commerce & Acc)	C
English language	C	Aesthetic Studies (Art)	C
History & Social Studies	C	Religion (Hindu)	C

- **EXTRA CURRICULAR ACTIVITIES**

School

- First Place in Tamil Day Individual Singing Competition.
- Won Prizes in Annual Inter House Athletic Meet.

COURSES & TRAININGS:

- Followed a course in First Aid Conduct by St. John's Ambulance.
- Followed a computer course Diploma in programming at Suntec Computer Center Colombo.
- Have a valid Motor Cycle, Car and Dual-Purpose Van License

[Certificate in Audio Video Production], [Awarding University: Jayasekera Management Centre]

[Information Technology – variety of projects, including short films, a web series, television broadcasts] [2017]

Subject Code Subject

- CE301
- Digital Systems
- CE302
- Object Oriented Programming
- SS342
- ICT Tools and Security

[Certificate in Fundamentals of digital marketing], [Awarding University: Google Digital Garage]

Computer Skills

- Proficient with MS Word/ Excel/ PowerPoint/ Outlook/ Project
- Familiar with Win XP/ Windows7/ windows 10
- Sound knowledge in using internet/ e-mail
- LAN cabling
- Wireless access points / IP telephony basic configurations

Others

- Participated in 6 'A' Side Soft ball Cricket tournament.
- Best Bowler in the School Cricket tournament.
- Able To Play All Kinds Of Music Instruments.

Activities

- Sports – Walking,
- Exercise, Running, Tennis, Bicycling, Swimming, Skiing, Golf, Team Sports etc. Music –
- Playing, Listening
- Traveling, Fishing, hunting Socializing – Community work, Church Activities, Volunteer Work Painting

• **Knowledge of Languages**

Language	Speaking	Writing	Reading
01. English	Excellent	Excellent	Excellent
02. Tamil	Excellent	Excellent	Excellent
03. Sinhalese	Excellent	Fair	Fair
04. Malayalam	Fair	Fair	Fair
05. Arabic	Fair	Fair	Fair
06. Hindi	Fair	Fair	Fair

NON-RELATED REFEREES:

Name	Designation	Address	Contact
Mr. Romesh Thenabadu	General Manager, Shared services center	Dart Global logistics, 260 Sri Ramanathan Mawatha,	Colombo Mobile: +94-777563033 Email: romesh.thenabadu@dartglobal.com
Raja Rajan	General Manager SopeEllietCars Dubai	Warehouse No. 83, 19A Street, Al Quoz Industrial Area 2, Dubai, United Arab Emirates	+971 52 256 3205

• WORKING EXPERIENCE**1. [QUALITY CONTROLLER] [RR. DONNELLY&SONS]
[DOCUMENTAION] 2017 to 2019**

- **Documentations Assistant**
- **Office management**
- **Team Management**
- **System experience – INTERNATIONAL EMI SYSTEM**

**2. [CALL CENTER AGENT], [ALLIANZ LIFE INSURANCE PVT LTD]
[Outbound Call Center] [2015 to 2017]**

- **Customer Care Assistant**
- **Customer Call Verification**
- **Team Coordinator**
- **System experience – Insurance CRM Systems Software**

3. [OPERATIONS MANAGEMENT], [2019 to 2020] [DART GLOBAL LOGISICS LLC,] [Operations management]

- **Data entry operator – DUBAI CUSTOMS DECLARATIONS SUBMITTING**
 - **System experience – Cargo wise EDI Operating**
 - **Manifest upload**
 - **Customs declaration submitting**
 - **Imports**
 - **Exports**
 - **Bonding**
 - **(Sea freight and air freight)**

4. [Documentations Assistant], [2020 to 2021][Agromet Asia PVT Ltd,] [Srilanka Customs Related Jobs]

- Customs Entry Submit
- Container Clearance
- Customs declaration submitting
- Imports
- Exports
- LCL Shipments

5. [Loan recovery Assistant],[lanka orix leasing company,] [Loan Collect And Documentation Process Jobs]

- I have 1 year Experience in the Feld/ and Complete procedure I know (Srilankan Type)
- Client meeting
- customer impression
- and also insurance System handling

6. [Store assistant (Supervisor, Quality Controlling and Store Keeping)],[HANS PACK (PVT) LTD]

7. [Sales Executive (Men's, Ladies and kids floor superior, Cashier + In charge)] [ROMAFOUR (PVT) LTD (Textiles)

I do hereby certify that the above details are correct as to the best of my knowledge.

Saravanan Paramanathan

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Thank You