



THARAKA VIRAJ OPANAYAKA

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Address - Abu Dhabi, United Arab Emirates.

Age - 27 Year

Gender - Male

Marital Status - Single

Passport No - N9328355

Nationality - Sri Lankan

Languages - English, Sinhala

ABOUT ME

More than 5 years of Experience in Exports, Imports, Materials Management. Proficient in Managing Imports/Exports operations Encompassing Freight Negotiation with Shipping Lines, Air Lines Freight Forwarders, Customs Documentation, Banking, Letter of Credit, Insurance & Other Allied Functions, Etc.

SKILLS & PROFICIENCIES

- Customer Relations & Communications.
- Ability to Build Strong Working Relationships Effectively Communicate With People at All Levels and from Various Background.
- Proficient in using SAP System software.
- MS Office (Word, Excel, Internet, E-Mail)
- Team Player.
- Able to handle multiple task.
- Hard Working and work on Timely Basis.
- Problem Solving.

CERTIFICATION & VOLUNTEER WORK

Certificate In ICT

WORA City Campus - Sri Lanka, 2018

Fundamentals of ICT (FICT), End user applications, Language & Communication, Final Project, Internet & E-mail.

Certificate Course In English

ESOFT Metro Campus - Sri Lanka, 2019

Fundamentals of Language Skills of Reading, Writing, Speaking, Listening, Thinking, Viewing and Presenting

National Cadet Corps, Sri Lanka, 2010

Was a Member of National Cadet Team (2010)

EDUCATIONAL BACKGROUND

Royal College

Horana, Sri Lanka.

General Certificate of Education (Advanced Level) Examination, Sri Lanka - 2015

University Of Sri Jayawardenapura Sri Lanka.

BA (General) External Degree - University of Sri Jayawardenapura, Sri Lanka (2019 – Present)

WORK HISTORY

DOCUMENTATION EXECUTIVE

Ceylon Beverage Can (Pvt) Ltd - BOI Zone - Horana, Sri Lanka

March 2021 to May 2022

- Managed logistics Operations for International Trading Company.
- Freight Negotiation with Shipping Lines, Air lines Freight forwarders.
- Banking, Letter of Credit, Insurance Documentation.
- Handling Export Documentations.
- Planning and tracking the shipment of final products according to customer requirements.
- Dealt with customer relations, and routine upkeep of the business.
- Prepare accurate reports for upper management.
- Ensure premises, assets and communication ways are used effectively.
- Assisting with both internal and external audits.
- Monitor deliveries and ensure customer satisfaction.

COMMERCIAL ASSISTANT

Nobleswear (Pvt) Ltd - Horana, Sri Lanka

April 2018 to February 2021

- Custom Entry, Verification, Banking, and Other Documentation.
- Communicate with the manager regarding the import and export and other important matters.
- Tracking and updating the status of shipments.
- Reviewing Invoices, Packing List & Ect.
- Scheduling shipments and planning logistics.
- Troubleshooting shipping issues

HR ASSISTANT

Regal Calibre Group - Rathnapura, Sri Lanka

November 2016 to March 2018

- Recruitment And Record Maintenance.
- Handling people queries, suggestion, grievance and other request as a trusted and impartial partner to employees.
- Preparing daily, weekly, monthly HR analysis report for management
- Assist in safety & compliance audits.
- Assist in training & development programs.
- Maintaining Employee's personal files and records.

RETAIL SALES ASSISTANT

Softlogic Holdings - Bandaragama, Sri Lanka

April 2015 to October 2016

- Greeting and serving customers as they enter the store.
- Advising and assisting customers.
- Replenishing the supply of stock on the shelves.
- Assisting with store deliveries.
- Collecting payments & maintaining system cash book.