

Curriculum Vitae

NAME IN FULL - Vijayakumar Viyayanand
NAME WITH INITIALS - V.Vijayanand
PERMANENT ADDRESS - No.05, Ramakrishna Terrace, Colombo –06
DATE OF BIRTH - 06th August 1979
AGE - 44 Years
SEX - Male
CIVIL STATUS - Married
TELEPHONE NO - 0094769252205
E-MAIL ID - vijayanand_deps@yahoo.com
Nationality - Sri Lankan
SCHOOL ATTENDED - Colombo Hindu College -Bambalapitiya
Ratnapura Tamil Maha Vidyalaya



➤ EDUCATIONAL QUALIFICATIONS

G.C.E. ORDINARY LEVEL EXAMINATION 1996

Tamil (Language & Literature) - C
Mathematics - C
Commerce & Accounts - C
History and Social Studies - C
Religion - C
Sinhala - S

G.C.E ORDINARY LEVEL EXAMINATION 2003

English - S

G.C.E. ADVANCED LEVEL EXAMINATION 1999

Economics - S
Business Studies - S
Business Statistics - S

➤ EXTRA CURRICULAR ACTIVITIES

- Rathnapura Tamil Maha Vidyalaya -Head Prefect 1994-1996
- Sports Achievements
- Member in Commerce Union
- Member in the United National Youth

➤ PROFESSIONAL QUALIFICATIONS

I have successfully completed the following Computer Courses:

- (1) Sri Lanka Computer Driving Licence (National Trade Certificate in Computer Applications) issued by National Apprentice & Industrial Training Authority
- (2) Computer Graphic Designer (National Trade Certificate in Computer Applications) issued by National Apprentice & Industrial Training Authority
- (3) Diploma in Computer Programming Course at TEC (Sri Lanka) 1997/98
- (4) Diploma in Microsoft Office 2000 computer programming course at the Institute of Micro Systems 2000/01
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Access
 - Microsoft Power Point

- (5) Diploma in Business Desk Top Publishing course at Institute of Micro Systems 2000/01
- (6) Certificate in Visual Basic 6.0 programming course at the Micom International College
- (7) Computer Awareness Training Programme for Public Servants at Cyber café @ DEPS, J.R.Jayawardena Cultural Centre, No.191, Dharmapala Mw, Colombo-07, Sri Lanka.
- (8) Certificate in Internet & E-Mail & Computer Virus course at Infotec computer Systems.
- (9) Certificate of Essentials in Import / Export Procedure - (The Ceylon National Chamber of Industries (CNCI) Sri Lanka.

➤ **LANGUAGES: HINDI, ENGLISH, MALAYALAM, SINHALA, TAMIL**

➤ **WORK EXPERIENCE**

- I have worked at the National Apprentice and Industrial Training Authority (NAITA) as a Clerk Typist/Computer Operator from the 2000 to 2005.
- **I have worked at the CHOITHRAMS-DUBAI (Clearance Department) as an Imports Food consignment releasing with Dubai municipality food control authority & Custom Clearance from the 2005 to 2017 (12 years' experiences)**
- I am working as a Senior Shipping Manager (Import & Export+ Custom Clearance) SRN EXPORT PVT LTD from 2017 to up to date.

➤ **I HAVE THE BELOW EXPERIENCE IN CHOITHRAMS 12 YEARS IN DUBAI CUSTOM/ DUABI MUNICIPALITY FOOD.**

- ✓ To apply online import consignments through Dubai Municipality Food Safety Department's online portal.
 - ✓ To apply for DIP vouchers through DM online portal for all consignments.
 - ✓ Communicates with DIP Officers of DM FSD pertaining to DIP inspections and follow ups.
 - ✓ Maintains documentation pertaining to the portfolio daily.
 - ✓ Makes online DM FSD payments.
 - ✓ To do daily and regular online imports follow ups of all imports through Dubai Municipality.
 - ✓ To do pet food registration & non-food registration with Dubai Municipality.
 - ✓ To share updates on a regular basis to Regulatory Affairs (RA) Controller.
 - ✓ To prepare purchase orders, invoice tracking including timely dispatch of invoices to Finance Deira for prompt payments and maintains masters accordingly.
 - ✓ Maintains Corporate Card payment master and track monthly HSBC statement promptly.
- ❖ Dubai Municipality FIRS (Releasing food consignments with - Dubai Municipality Food Control Authority)
 - ❖ Dubai Municipality & Customs rules and regulations up to date.
 - ❖ Contacts with Customs and Port & involving in all the customs related issues/rules/Inspection issues/documentations.
 - ❖ Transport planning of containers & shipping line & Port routes (DP World).
 - ❖ Customs standing guarantee/exit documentations handling/other Free Zone documentation etc.
 - ❖ All types of imports & export shipping documentation.
 - ❖ Experience in handling Customs documentations manually as well as computer software wise.
 - ❖ Duty Exemption related documentations.
 - ❖ Complete knowledge in Bill of Entry preparation in E-Mirsal 2.
 - ❖ Shipping and L/C Documentation knowledge.
 - ❖ Government/Shipping documentation procedures related to exports.
 - ❖ Knowledge of FMCG products.

Non-related Referees:

Mr. Sajith Ahmed Ali
 Supply Chain Manager
 Al Rostamani Group
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Mr. Mohamed Musnad
Operations Manager - Logistics
Auto Global Logistics
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Mobile:- +971 54 377 8414

I do hereby certify that the particulars mentioned above are true and correct to the best of my knowledge and belief.

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Date

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Signature.