

## Curriculum Vitae



NAME IN FULL - Vijayakumar Viyayanand  
NAME WITH INITIALS - V.Vijayanand  
PERMANENT ADDRESS - No.05, Ramakrishna Terrace, Colombo –06  
DATE OF BIRTH - 06<sup>th</sup> 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  
 Gmail:- Sajithnas77@gmail.com  
 Mobile :- +971 543775496

Mr. Mohamed Musnad  
Operations Manager - Logistics  
Auto Global Logistics  
Gmail :- musnadAhmed@gmail.com  
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.

.....

Date

.....

Signature.