






Adurshan Namashivayam

 Assistant Buying and Documentation at Y.A.S. LANKA PVT LTD (Division of LULU group International)

 Office  25 Sep 1994

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 adurshan.2530@gmail.com



I am an enthusiastic problem solver and continuous learner, always ready to take on new challenges and use them as opportunities to learn and grow professionally. I am highly motivated and take pride in my work and accomplishments. My desire to make

Proficiency


Sap

Tally


C++

Microsoft Office

Work Experience

 **Assistant Buying And Documentation**
Y.A.S. LANKA PVT LTD (Division Of LULU Group International)
Jul, 2020 - Oct, 2023

The buyer is responsible for managing product forecasts for assigned vendors, maintaining timely and accurate purchase orders by following up with vendors to confirm POs, managing extra or slow inventory through proper inventory management processes and supporting sales growth.

 **Sales Executive Cum Logistics Supervisor**
Expo Ceylon Pvt Ltd
Colombo
Sep, 2018 - Mar, 2020

- Provide exceptional customer service. • Assist customers in locating products and answering any queries. • Assist in stock room activities, including organizing items according to system.
- meeting with clients virtually or during sales visits.
- Demonstrating and presenting products. establishing new business.
- Maintaining accurate records. attending trade exhibitions, conferences and meetings.

 **Accounts Cum Import & Export Coordinator**
Jampex Trading Pvt Ltd
Chennai
Aug, 2015 - May, 2018

- Handling, following up Export and import shipments

- Coordination with Clearing agent
- Preparing Shipping Documents required for Export.
- Getting 03 quotations for freight, review and negotiate
- Handling of courier shipments

Education



Bachelor Of Commerce

Sathyabama University

Jun, 2012 - May, 2015

Commerce

Score - 5.5 CGPA

Certifications



Diploma in MS- Office (DMO)

CSC

Apr, 2006 - No Expiry



Diploma in Internet & Web Technology

CSC

Sep, 2006 - No Expiry



Diploma in UNIX & C

CSC

Oct, 2007 - No Expiry

Language

	Read	Write	Speak
Tamil	✓	✓	✓
English	✓	✓	✓
Hindi	✗	✗	✓

Hobbies

Photography

Cooking

Sports

Travelling

Reading

