

Curriculum Vitae

NAME IN FULL - Vijayakumar Vijayanand
NAME WITH INITIALS - V.Vijayanand
PERMANENT ADDRESS - No.05, Ramakrishna Terrace, Colombo -6
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

- Ratnapura 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.
 - (8) Certificate in Internet & E-Mail & Computer Virus course at Infotec computer Systems

➤ **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 from the 2005 to 2017 (12 years' experiences)
- I am working as a Senior Shipping Manager (Export & Import) SRN EXPORT PVT LTD from 2017 to up to date.

➤ **I HAVE THE BELOW EXPERIENCE IN THIS ROLES 12 YEARS IN CHOITHRAMS.**

- ✓ 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.
- ❖ Knowledge of FMCG products.
- ❖ Languages: Hindi, English, Malayalam, Sinhala, Tamil
- ❖ Government/Shipping documentation procedures related to exports

Non-related Referees:

MR. SIVADAS
CHOITHRAMS
MANAGER Clearing & forwarding
Tel.No. 00971506523493

MR.Jeyakumar,
National Apprentice and Industrial Training Authority (NAITA)
Tel. No. 011-2360971

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

.....
Date

.....
Signature.



تی شویترا م و اولاده ذم م

T. CHOITHRAM & SONS L.L.C.

P.O. BOX 5249, DUBAI, UNITED ARAB EMIRATES

20th August, 2017

TO WHOM IT MAY CONCERN:


This is to certify that Mr. V.Vijayanand is employed as a Custom Clearance officer in this multinational company in Dubai from 10/08/2005 to 20/08/2017.

His work and conduct is good. In addition to the duties pertained to this designation he has shown commendable ability in the office secretarial work.

He has done great job during his tenure and we wish him best of luck for future all endeavors.

Yours faithfully,

T.Choithram & Sons LLC


Hiroo Gangaramani

Manager (Insurance, Clearance & forwarding)

Winner of RetailME 'Grocer of the Year' award 2005

Importers and Exporters - Chain of Supermarkets and Department Stores in the UAE

Tel: +971 4 2979991, Fax: +971 4 2651819, Email: tcsmkts@emirates.net.ae

ASSOCIATES: ALGERIA • LIBYAN • CAMEROON • GHANA • BENIN • GUINEA • LIBERIA • TANZANIA • DR • USA • SPAIN • AZERBAIJAN • HONG KONG • THAILAND • INDONESIA • VIETNAM • JAPAN • COCIN • QATAR • BANGLADESH



شهادة Certificate

Issued Date: 10/01/2017

Certificate No: 2016/096

Food safety Department certify that

تشهد إدارة سلامة الغذاء في بلدية دبي بأن:

V. VIJAYANAND

Has successfully passed the Food Trade
PIC training and has been approved from
that issue date.

قد أتم بنجاح دورة المشرف الصحي لفئة تجار
الأغذية وبناء عليه تم اعتماده من تاريخ إصدار
الشهادة.

Valid Thru: 12/2019



Iman Ali Al Bastaki
Head OF Food Safety Department
Dubai Municipality

Choithrams

A · C · A · D · E · M · Y

Certificate
of Competency
Choithrams

full of goodness

This is to certify that

VIJAYANAND VIJAYAKUMAR

has successfully completed

Basic Food Hygiene Training Programme

Held on: 12.04.16

Certificate No: BFHTCS4284



Smitha Vijay
Course Trainer



Manoj Thanwani
General Manager



T.CHOITHRAM & SONS L.L.C

تمی شویترام و اولاده شرم

Date: 21/08/2017

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Vijayanand Vijayakumar holder of Sri Lankan Passport No. N 2364121 was working with us from 10th August 2005 to 20th August 2017 in the position of an " **Office Clerk** "

He left us on his own accord. During the tenure of his service we found him to be very honest and hard working.

We wish him all success in his future endeavors.

For T. Choithram & Sons L.L.C.



V.L. Pamnani
Partner



Supermarkets • Importers & Exporters

P.O. BOX 5249, DUBAI, UNITED ARAB EMIRATES
T: +971 4 2979991, F: +971 4 2651819, tcsmkts@emirates.net.ae



SAFINTER S.A.
SPAIN

Certificate of Appreciation

Presented to V. Vijayamand

*In recognition of your valuable contribution
to the achievement of Sales Increase for*



U.A.E - 2008

01.06.09

Date


L. Sawlani
Regional Director


L.V. Gonzalez
President