



# Hemshanth Mohandas

Back Office Associate In Global Operations

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## Profile

Proactive individual with experience in versatile handling for a responsible carrier to fully utilize my training and skills while making a significant contribution to the success of the firm.

## Education

**CILT, International Diploma in Logistics and Transport** Aug 2022

Blue Ocean Academy, Dubai

- Management in logistics and Transport
- Transport Operations
- Transport Planning
- International Business

**Foundation in Multimodal Transport And Logistics Achievers Academy (SLFFA)** 2021

Achievers Academy (SLFFA), Colombo

- Globalization, Trade and Transport Linkages
- International Sale Transaction & Documentary Credit Sales
- Incoterms
- Transport Documents
- Plan & Execute an Export Shipment
- Evolving role of the Freight Forwarder
- Cargo and Packaging Multimodal Transport Operations
- Unitization of Cargo Selecting & Assessing the Transport Routes Scope of Liability.

**Asian Computer Education** Aug 2010 - Apr 2011

Navodhayam Academy, Matale

- Fundamentals of IT.
- Windows "XP.
- Word Processing using Microsoft word XP
- Spreadsheet Application using Microsoft Excel XP
- Presentation using Microsoft power point XP
- HTML

2005 - 2015

**High School Education**

Completed In Royal English School

## Personal details

Date of birth  
September 7, 1999

Place of birth  
Nalwalapitya, Sri lanka

Gender  
Male

Nationality  
Sri lanka

Civil status  
Unmarried

LinkedIn  
Mohandas Hemshanth

## Skills

Sales and Makerting

Multi-tasking and Team Work

System Knowledge

Versatile

Communication

Adaptability

## Languages

English

Tamil

Hindi

Sinhala

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

# Employment Experience

## Sales Associate

Nov 2021 – Nov 2023

Homes R Us, Lals International LLC, Oman, Muscat

Working as Sales associates is the first frontier representing a retail brand. Need to communicate the important product info clearly, greet and assist customer and excel small talk, means that verbal communication is a top skill to develop. Beyond speaking, active listening is also central to assisting customers efficiently.

## Back Office Associate

May 2018 – Oct 2021

EFL Headquarters (Pvt) Ltd,, Colombo

### 1. Task Efficient working hours 24/7

- **Data Entry**–Imports & Exports Accepting pre alerts. Job creation, Updating MBL, HBL's to the system, uploading document to the system
- **Invoicing, Arrival Notice & Manifest**– Generating Arrival notices & Manifests and forwarding to customer, sending pre alerts, Based on SOP generating Invoices for Agents & customers for Imports & exports, check the rates with Invoices & tariffs.
- **Payments & Cost booking**–Booking all overseas & local costs in the system, creating creditors journals
- **International Service Support** –Dealing with agents & customer AMS & Cargowise support on timely manner
- **Distributing information** –Distributing information (Rates, vessel schedule) to Sales / Internal Customers & External customers serving directly from department level.

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## Achievements

I was Awarded as "Employer of the Month"

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## References

Arsath Hussain

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Kirubakaran Rajendran

Homes R Us, Oman

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