



SUPUN KAVINDA

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PROFESSIONAL SUMMARY

Operations Executive with Twelve years of skilled in organizing and coordinating freight forwarding operations to support organizational effectiveness, operational excellence and office safety. Thrives in fast-paced environment and accomplishes tasks with minimum supervision and eagerness to go above and beyond.

SKILLS

- Knowledge of Export Regulations
- Experience in Shipping Documentation
- Basic knowledge of Incoterms
- Excellent Communication Skills
- Customer Service
- Team Leadership
- Excellent organizational and time-management skills
- Interpersonal skills
- Detail-oriented with strong analytical abilities
- Ability to work independently and as part of a team
- Proficient with MS Office package, especially Excel and willing and able to learn new software quickly.

WORK HISTORY

SENIOR EXECUTIVE – OPERATIONS (EXPORT) *07/2011 to 07/2023* **Freight Links International (PTE) Limited | Colombo, Sri Lanka**

- Oversaw the end-to-end export process, ensuring compliance with international trade regulations and customs requirements.
- Successfully negotiated and maintained relationships with key international/local clients, resulting in an increase in export sales.
- Prepared and submitted all export documentation, including invoices, packing lists, bills of lading, and certificates of origin.
- Coordinated with logistics partners to optimize supply chain operations and minimize shipping delays.
- Conducted regular audits of export processes to identify and rectify compliance issues, resulting in zero regulatory violations.
- Collaborated with the sales and marketing teams to identify new market opportunities and expand the company's export footprint.

SUPERVISOR & DATA ENTRY OPERATOR *01/2009 to 07/2010* **Direct Mailing Services (PVT) Limited - (Business Process Outsourcing) | Colombo, Sri Lanka**

- Completed data entry tasks with accuracy and efficiency.
- Maintained files, records and chronologies of entry activities.
- Scanned documents and saved in database to keep records of essential organizational information.
- Corrected data entry errors to prevent duplication or data degradation.

- Verified data files prior to entry to maintain high data accuracy.
- Produced monthly reports with advanced Excel spreadsheet functions.

EDUCATION

Customs House Agent (CHA) Certificate 2013
Sri Lanka Customs, HR Development Authority, Colombo, Sri Lanka

Diploma in Information Technology with E- Commerce 2012
Esoft Metro Campus, Colombo, Sri Lanka

Certificate Course in Spoken English 2009
Delmage Academy of Languages & Skills (Pvt) Ltd, Nugegoda, Sri Lanka

LANGUAGES

English


Bilingual or Proficient (C2)

Hindi


Advanced (C1)

REFERENCES

Upon Request