






Shameen Milinda Fernando

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 Residence Visa

PERSONAL DETAILS

- ❖ Date of Birth: 17 October 1992
- ❖ Gender: Male
- ❖ Marital Status: Single
- ❖ Nationality: Sri Lankan

AREAS OF EXPERTISE

- ❖ Proficient with **Vessel Costing**
- ❖ Knowledge of **Shipping Agency Business**
- ❖ Awareness of Ports **billing system & shipping movement in the Middle East / Gulf**
- ❖ Electronic Data Interchange (**EDI**) working environment
- ❖ Hands-on experience in **Region debt collection & recoveries**
- ❖ Conversant with **MS Office applications**

PROFILE

Detail-oriented and driven shipping professional with proven ability and wide-ranging experience in the field of **Vessel Cost Accounting and Shipping Agency Business**. Skilled in enhancing system efficiency through streamlined operations, cost analysis and implementing process improvements.

Interested in joining an organization that challenges and provides the opportunity to reach my full potential, extensive knowledge, and years of experience.

CAREER SNAPSHOT

- ❖ September 2017 – December 2019
Debt collector,
Kanoo Shipping, United Arab Emirates
- ❖ July 2016 – August 2017
Logistic Operation Supervisor & Accounts Assistant,
Hello Family Products (PVT) Ltd., Sri Lanka
- ❖ January 2013 – July 2016
Business Consultant,
SBT Global Car Exporter, Sri Lanka

PROFESSIONAL EXPERIENCE

❖ Debt collector/ Kanoo Shipping

Key Responsibilities:

- Actively involved in the management of internal tariffs and tenders with main responsibility for all types of vessels operational & port disbursements.
- PDA's & EDA's submission within the time limit of the principals.
- Follow up payment upon submission of FDA's.
- Hoegh Auto liner's online cost estimation/FDA update.
- DA Desk update within the time limit.
- Resolved FDA queries and collects outstanding.
- Examine the local port tariffs for new modernize and providing the latest changes to centralize & casual owners, charterers.
- Closely inspect the local port billing procedures.
- Assisting and reporting to UAE & Oman Shipping Manager.

❖ Logistic Operation Supervisor & Accounts Assistant / Hello Family Products (PVT) Ltd.

Key Responsibilities:

- Schedule Shipments and Deliveries.
- Build Relationships with Vendors.
- Maintain Warehouse Inventory.
- Tracking the progress of shipments.
- Effectively lead the team to accomplish operational objectives.
- Identify, diagnose, and resolve operational, manufacturing and maintaining problems within deadlines.
- Plan workflow, manage multiple priorities and meet daily production targets while consistently reducing downtime.
- Implementing new procedures and processes to improve production accuracy.
- Supporting the planning, development, and overall management.
- Set up health and safety audit procedures and improve safety efficiencies.
- Establish and maintain acceptable quality and productivity levels for all assigned products among the team.
- Working closely to build and maintain a close working relationship with clients.
- Solving disputes and complaints in a professional manner and within guidelines.
- Interpret and develop reports including standard operating procedures.
- Efficiently set and control operational and production budgets.

❖ **Business Consultant / SBT Global Car Exporter**

❖ **Key Responsibilities:**

- Bidding on behalf of the customer in the Japanese auction portal.
- Establishing relationship of mutual trust by arranging calls recommending sales, promotions and meetings for new customers while maintaining rapport with existing customers.
- Preparing weekly/monthly MIS reports for management.
- Inspecting the automobile with a thorough appraisal in features, characteristics, contrast prior the sale to the customer.
- Understanding the Car Tracking, Damage report and Auction services for better sales skill.
- Dealing with overseas in-house service centers and assisting customer for the exact match of customer's requirement.
- Closing sales by complies with laws and regulations, executing fair and transparent trades in appropriate supportive and assistance activities throughout the business.
- Negotiating price, completing sales purchase contracts, explaining provisions and offering warranties.

KEY SKILLS AND COMPETENCIES

- ❖ Continuous performance improvement.
- ❖ Effective and efficient decision making in challenging circumstances.
- ❖ Excellent interpersonal & negotiation skills.
- ❖ Resourceful time budgeting skill that enables prioritization of workloads to ensure deadlines.
- ❖ Organized, efficient, and able to work autonomously.
- ❖ Customer Service oriented.

ACADAMIC QUALIFICATIONS

- ❖ General Certificate of Education (Ordinary Level) – 2008
- ❖ General Certificate of Education (Advanced Level) / Commerce– 2012
- ❖ School attended -St. Peter's College – Colombo, Sri Lanka

*References available on request.

I hereby certify that the above-mentioned details are accurate to the best of my knowledge.

Shameen Fernando