




PRASAD THARANGA


DOB - 17-09-1993

Proficient Administrative Professional with expertise in shipping, receiving, and inventory oversight. Adept in maintaining precise records and enhancing material workflow for efficiency. Seeking to contribute my database, customs, and word processing skills to your dynamic team.

Contact

 | **+971 524623429**

 | ptharanga.uae@gmail.com

 | **Sharjah**
United Arab Emirates

Education

● Bachelor of Arts Degree (Honor's)

Buddhist And Pali University
Sri Lanka

(2018 - 2021)

● GCE O/L & GCE A/L

R/ Bandaranayaka Collage
Sri Lanka

Advanced Level - 2015

Ordinary Level - 2009

Experience

● Delivery Order Executive

Gulf Agency Co. Ltd. Shj - Sharjah, UAE

FEB 2023 - Present

- Customer service - email and phone communications.
- Prepared shipping documents, invoices, processed payments, and fielded client questions.
- Issuing Container NOC and DO - Cargo Gulf.
- Communicated with carrier representatives, arranging for special deliveries and shipment receipts.
- Corresponded with carrier representatives to make arrangements and provide instructions for shipment and delivery of orders.
- Compared shipping orders and invoices against contents received to verify accuracy.
- Inspected incoming and outgoing shipments to identify discrepancies with records.
- Supported reporting, accounting, and recordkeeping staff with accurate updates regarding shipment information.
- Processed required paperwork to expedite handling of shipped and received goods.
- Drafted and managed work and shipping orders, bills of lading, and shipping route materials for accurate and compliant recordkeeping.
- Ensure the supplier invoices related to the jobs are received in the supplier invoice management system.
- Liaison with suppliers for any requirement to complete the job invoicing.
- Issuing Delivery Order and Bill of Lading
- Container Cargo Discharge and Reporting Empty Container to Loaded port.

● Administrative Executive / Receptionist

MAY 2016 - JUNE 2019

LBN Key Resource(Pvt) Ltd (Recruitment & Ticketing Agency)

- Handling customer inquiries, and maintaining the office in good condition.
- Prepared data analytics/data entry, bookkeeping, email/social media handling, and basic account handling.
- Prepared and submitted weekly reports to the CEO detailing project status, timesheets, office stationery consumption, and budgets.
- Provided standard customer care service and managed the recruitment coordinator process (HR support).
- Provided personal assistance to Managing Director and Office Administration.

● Languages

English



Sinhala



● Skills

- Organized
- Team Work
- Meeting Deadlines
- Critical Thinking
- Customer Service
- Leadership
- Communication
- Quick Learner
- MS Office tools
- Social Media
- Data Analytics
- Internet/Email
- Strong work ethic
- File Management

Courses Followed

- **Diploma in English**

British Way English Academy - Sri Lanka
Merit Pass (2022).

- **Certificate in English**

British Way English Academy - Sri Lanka
Distinction Pass (2021).

- **Diploma in Psychology Counselling**

Buddhist and Pali University - Sri Lanka
Credit Pass (2020).

- **Certificate in Television & Radio
Announcing IMPAS**

Institute of Media & Performing Arts
Sri Lanka
Completed (2016 -2017).

Prasad Tharanga