



## CONTACT

076 8910430

09 th May 1996

Single

udeshikanishshanka59@gmail.com

139/1 Yalagala Road,  
Horana

## SKILLS

- Organization skills
- Leadership skills
- Administrative skills
- Communication & Presentation skills
- Reporting skills & Documentation
- Problem Solving
- Time Management

## REFERENCE

Mr. Dilshan Weerakkodi  
Academic Administration  
Global Stanford Campus Nugegoda  
Contact No: +94 74 200 2859

Mr. Lakshan Bandara  
Accountant  
Ceylon Beverage Can (Pvt) Ltd  
Contact No: +94 71 344 3573

# UDESHIKA NISHSHANKA

## ABOUT ME

I wish to gain new experience and knowledge that will help me enhance my skills and advance in my career by taking on more challenging roles, while contributing my best efforts to the success and growth of the organization.

## EDUCATION

- Bachelor of Business Administration at Global Stanford Campus (2024-2025)
- HND in Business Management at ICBT Campus (2019-2021)
- Diploma in English at Esoft Metro Campus (2016)
- Diploma in IT at Esoft Metro Campus (2016)
- Completed G.C.E. Advance Level Examination (2015)
- Completed G.C.E. Ordinal Level Examination (2012)

## WORK EXPERIENCE

### Company Name I Nobleswear (Pvt) Ltd Horana

#### Shipping Export Executive

2024- PRESENT

- Manage end to end export shipment activities
- Coordinate with BOI, Customs and government authorities for approvals and compliance
- Prepare,review and verify all shipping documentation (BL/AWB, invoice,packing lits,CUSDEC,HS Codes,etc)
- Proficient in CUSDEC framing in the ACYCUDA system.
- Handling international buyers (NEXT, Primark, Sainsbury & TESCO etc) including order follow-ups, documentation, shipment handling, delivery schedules and Payment.
- Liaise with freight forwarders to obtain quotes, negotiate rates, and arrange shipments
- Coordinate with suppliers to ensure shipment readiness and proper documentation

### Company Name I Timex & Ferguson (Pvt) Ltd Horana

#### Shipping Documentation Executive

2021-2023

- Strong experience Coordinate and oversee shipping processes, ensuring on-time and accurate deliveries.
- Preparing Export Documents (Invoice, P/List, CUSDEC Doc, etc..)
- Preparing monthly Reports (Reconciliation/ Audit, etc..)
- Manage shipping documentation, including customs compliance for international shipments.
- 4 years of experience in SAP system
- Advanced experience in MS Office applications and email etiquette.

### Company Name I Timex & Ferguson (Pvt) Ltd Horana

#### Packing Coordinator

2017-2019

- Preparing Export Documents (Invoice/List, CUSDEC Doc)
- Preparing monthly Report
- Tracking supporting documents for verification of data & Good communication, interpersonal and coordination.
- Knowledge of ERP system such as SAP
- Possess IT literacy (MS Office, Internet & Email)