



KAVINDA NADUSHKA GNANARATNE

IT, FINANCE & SUPPLY CHAIN

CALL ME
+974 55753156

- <https://www.linkedin.com/in/kavinda-nadushka>
- <https://www.facebook.com/kavinda.nadushka>
- <https://www.instagram.com/kavinda.nadushka>
- <https://twitter.com/kavinadu>

PERSONAL

| | |
|--------------|-----------------------|
| Name | Kavinda N. Gnanaratne |
| Birthday | 12 Jun 1991 |
| Relationship | Single |
| Nationality | Sri Lankan |
| Languages | English/ Sinhala |

CONTACT

| | |
|---------|---|
| Home | +94 112959766 |
| Mobile | +974 55753156 |
| Email | kavinda.gnanaratne@icloud.com |
| Skype | kavinda.nadushka.gnanaratne |
| Address | No 59A Mahabage Road, Elapitiwala, Ragama, Sri Lanka, |

EDUCATION

| | |
|---------------|-------------------------|
| College | D.S. Senanayake College |
| Dip. ICT | IDM Computer studies. |
| Dip. English | Cambridge University |
| Dip. Accounts | AAT Sri Lanka |

SOFTWARE

| | |
|---------------------------|----------------------------------|
| Microsoft Office | <div style="width: 100%;"></div> |
| Inventory Control Systems | <div style="width: 80%;"></div> |
| HTML (5) | <div style="width: 60%;"></div> |
| CSS (3) | <div style="width: 40%;"></div> |
| JAVA | <div style="width: 20%;"></div> |

WORK

10+ years works Experience.

CERTIFICATIONS & AWARDS

- First Place In English literacy at Aquinas College of Higher Studies (Dec-2009)
- Certificate For Extraordinary Performance at Innodata.INC (Oct-2012)
- Fire Warden Certification at Qatar Airways (Dec-2017)
- Basic Life Support & CPR Certification from the USA at Qatar Airways (Dec-2017)
- Dangerous Goods Regulations (DGR) - Initial - Catagory 08 at Qatar Airways (Jan-2018)
- Dangerous Goods Regulations (DGR) - Initial - Catagory 06 at Qatar Airways (Mar-2018)

TIMELINE



ABOUT ME

I am currently 29 years old and working as a Receiving Supervisor for Qatar Airways Catering Planning Inventory & Logistics Department.

I have worked for HSBC for its high secured projects as well as print publishing and electronic publishing projects at Innodata.INC

I have had training on dangerous goods category 06 & 08 at Qatar Airways. Received on the job training for Technical inventory and F&B inventory systems as well as procedures at Qatar Airways.

Received Finance training at HSBC Sri Lanka for high secured projects

Also Attended to 3 months on the job XML Training at Innodata.INC while working as a trainee production associate.

I have had 6 months on the job training for Print Publishing and Composition while working as a production associate at Innodata. INC.

Attend 06 months on the job training for Ms Office Applications, Arbor-text Advanced Print Publisher and E-PUB Creations from Innodata. INC as a production associate.

Also have upheld a bond of Rs. 200,000 at Innodata.INC till maturity period for receiving technical training certification.

I have completed my college at D. S. Senanayake College (Colombo 07) at the same time completing a diploma in IT at IDM computer studies (Colombo 04). Also, I have completed my English diploma at Cambridge University as well.

REFERENCES

Mr. Ishara Sepala

Project Manager
Innodata.Inc,
Mihindu Mawatha,
Colombo 12, Srilanka.
Tel: +94772513370

Mr. Dhammika Edirimanna

Customer Service Agent (Customer Focuse)
Qatar Airways
Doha-State of Qatar
Tel: +974 50213386/+94 713 56 33 45

PROFESSIONAL KNOWLEDGE

- ▶ Conducts training classes by presenting job-specific, company-specific, and generic software applications and personal computer classes.
- ▶ Maintains safe and healthy training environment by following organization standards and legal regulations.
- ▶ Maintains quality service by establishing and enforcing organization standards.
- ▶ Evaluates training by evaluating effectiveness of training to specific job applications.
- ▶ Maintains technical knowledge by attending educational workshops; reviewing publications.
- ▶ Contributes to team effort by accomplishing related results as needed.
- ▶ Taking care of all morning shift administration as well as client responding.
- ▶ Process trades for subscription, redemption, transfer, and switching.
- ▶ Distribute confirmations, contract notes and financial statements to investors
- ▶ Create new investor record in TA system
- ▶ Obtain correct "Know Your Client" documents from investors
- ▶ Willing to take up / back up other team-mates' workloads and tasks, and provide assistance whenever necessary
- ▶ Complete the daily transactions timely and accurately
- ▶ No breach in Company's policy.

WORK EXPERIENCE

- Job Title:** Receiving Supervisor (Qatar Airways)
Dates Employed: Dec 2018 – Present
Employment Duration: 1 Year 8 months
Location: Doha, Qatar Airways Tower 03
- Responsible to receive all bonded stores and dry store supplies as per established company standards within the airport premises. Ensure that Customs regulations are strictly adhered to and received supplies and dry stores are accounted and all required documentation such as Invoices, Delivery Notes, Airway Bill/Way Bills are updated and maintained.
Responsible for all Bonded stores inventories and local and international supplier communications. Also was responsible for arranging the logistics for the international shipments as well. Maintained optimum inventory levels making sure that we are not overstocked at the same time making sure that we did not run out of stock.
Made sure that all the supplier payments were processed on time in coordination with Qatar airways finance department.
Prepared delivery schedules as well as product requirement forecasting for Qatar airways suppliers.
- Job Title:** Lead Technical Storekeeper (Qatar Airways)
Dates Employed: Feb 2015 – Dec 2018
Employment Duration: 3 Years 11 Months
Location: Doha - Qatar (Hamad International Airport)
- Responsible for administrating the provision and maintenance of proper standards in storage and control of aircraft spares, tools, equipment, supplies and other technical materials to support Line & Base Maintenance, shops, and other contracted operators in compliance with Qatar Airways and Civil Aviation authorities.
- Job Title:** Fund Administrator (HSBC Group)
Dates Employed: Feb 2015 – Dec 2018
Employment Duration: 3 Months
Location: HSBC Head Office Colombo 08
- Position in the Global Financial Services describes the scope of work.
- Job Title:** Technical Training Executive (Innodata.INC)
Dates Employed: Apr 2013 – Oct 2014
Employment Duration: 1 Year 7 Months
Location: Colombo 12
- Conducts training classes by presenting job-specific, company-specific, and generic software applications and personal computer classes.
Maintains safe and healthy training environment by following organization standards and legal regulations.
Maintains quality service by establishing and enforcing organization standards.
Evaluates training by evaluating the effectiveness of training to specific job applications.
Maintains technical knowledge by attending educational workshops, reviewing publications.
Contributes to team effort by accomplishing related results as needed.
Taking care of all morning shift administration as well as client responding.
- Job Title:** Production Associate (Innodata.INC)
Dates Employed: Oct 2010 – Mar 2013
Employment Duration: 2 Years 6 Months
Location: Colombo 12
- Operate desktop publishing software and equipment to design, layout, and produce the print-ready copy.
View monitors for the visual representation of work in progress and instructions and feedback throughout the process, making modifications as necessary.
Enter text into the computer through keyboard and select the size and style of type, column width and appropriate spacing for printed materials.
Position text and art elements from a variety of databases in a visually appealing way to design print book, using knowledge of typesyles and size and layout patterns.

OTHERS

Holder of valid civil license for Light vehicle, motorcycle & Three-wheel (B163076D).

I am hereby certifying that above particular are true and correct, if I will be selected for the above, I will do my best for your satisfaction.

Thanking yours,
Faithfully,

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(K.N.Gnanaratne)