





ENOSH PERERA

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PROFILE

Management graduate with experience in Finance, HR/Admin, Customer Service Operations, Marketing, Sales and Business Development. Passionate about Creative Digital Media. (Info-graphics, Audio and Video)

SKILLS

- Client Service Operations
- Business English & ICT
- Import/Export Documentation
- Accounting & Book-keeping
- HR & Administration
- Digital Media (Graphics & A/V)
- Marketing & Advertising

WORK EXPERIENCE (05 YEARS)

Office Manager (Commercial Dept.)

Ceylon Chamber of Commerce, Sri Lanka.

March 2017 to July 2022 (5 years, 4 months)

Duties/Responsibilities

1. Ensure timely delivering of the main service of the division.
 - Attestation of Certificates of Origin & other commercial documents. (Import/Export)
 - Appointment of Surveyors/Assessors and annual renewal/maintenance of database.
 - Coordinating the training programs with the maritime academy for bunker/draft surveys.
 - Facilitating the consular division of the Ministry of Foreign Affairs with submissions.
2. Client Relations, Marketing & Business Development.
 - Marketing the services of the division among exporters/freight forwarders.
 - Technical support for clients and retention visits.
 - SME coaching and export documentation advisory and trade updates delivery.
 - Networking events, engaging and new client acquisitions.
3. Facilitate the Commodity Auctions.
 - Weekly Tea, Rubber and Spices auction management and subscriptions, invoicing & dues recovery.
4. General Office Administration.
 - Monitoring division budget and reporting on the progress.
 - Ensure revenue targets are take corrective measures for deviations.
 - Maintain & update of Operational Manuals.
 - Liaise with vendors and external suppliers.
 - Ensure smooth operations of the division with operational staff.

CERTIFICATIONS

- ICDL Advanced Profile (Asia)
- IELTS (UKVI) Academic 6.5
- Import/Export Operations
- Accounting Technician (AAT)
- Human Resource Mgmt. (IPM)

PORTFOLIO (ONLINE)

1. Project/MOU Coordination with McLarens Maritime Academy in Sri Lanka. ([link](#))
2. Freelance Musician and Audio/Video Productions on Google/YouTube.

PERSONAL

- Availability: Immediate
- Job location preference: Open for Relocation.
- Visa-status: Visit (UAE)
- Expiry: December 23, 2022.
- Nationality: Sri Lankan
- Religion: Christian
- Race: Sinhalese
- Civil Status: Married
- Dependants: Spouse only
- Age: 30 (D.O.B. 20/07/1992)

DIGITAL MEDIA

- Designing & Info-graphics.
- Audio Production.
- Video Editing.
- Events Promo.
- Social Platforms.
- Lyrics & Script-writing.
- Advertisements & Short Films.

TRAINEE EXPERIENCE (01 YEAR)

HR Assistant - International Franchise

Pizza Hut & Taco Bell, Sri Lanka.

February 2016 to August 2016 (6 months)

Duties/Responsibilities

Recruitment, Selection, On-boarding, Admin, Documentation, Training & Grievance Handling.

Accounts Assistant - Micro Finance

World Vision, Sri Lanka.

November 2012 to May 2013 (6 months)

Duties/Responsibilities

Data Entry, Loan Disbursement, Bank Transfer Reconciliations, Branch Internal Audit and Daily Financial Reports.

EDUCATION & TRAINING

MBA (Special) Operations Management

NSBM Green University, Sri Lanka.

2017/2019

BSc (Special) Business Management

Wayamba University, Sri Lanka.

2013/2017

Certificate Course in HRM (Distinctions)

Institute of Personnel Management, Sri Lanka.

2015/2015

AAT Passed Finalist (Accounting)

Association of Accounting Technicians, Sri Lanka.

2009/2012

Operational Aspects of International Trade

Exports Development Board, Sri Lanka.

2018/2018