Dhushan Dilanka Seneviratne

Contact No: 0097335578550 dhushands86@gmail.com

PERSONAL Date of Birth: 06/09/1986

Citizenship: Sri Lankan

Visa Status: Resident visa in Bahrain (Transferable)

Driving License: Yes

EMPLOYMENT

Flexible Flights & Leo Jet, Bahrain

August 2018 – present

Flight dispatcher and operations coordinator

- Arrange ground services through the handling agents who can offer best support and pricing.
- Responsible for auditing fuel ticket information for accuracy.
- Obtaining/amending Airport/Runway ARR/DEP SLOTS based on clients requirements
- Being aware of restrictions and weather at ARR/DEP airports
- Obtaining over fly permits and landing permit as and when required depending on trips
- Amending flight plans on request or last-minute changes.
- Coordinating and following up with handlers to make sure there are no delays.
- Arranging crew hotels and transportation at the most conveniently accessible locations, also based on the best price.
- Providing flight hours and Handling costs to sales team
- Experienced using Universal flight planner.

Viva, Bahrain

July 2013 – August 2018

Sales Advisor and Acting Team Leader

- Checking inventory and placing orders for new stock as and when needed
- Briefing the staff making sure all staff are updated with all the latest promotions and offers
- Making sure all staff provide customers with correct information
- Responsible for the administration and efficient daily operations of the branch including, product sales, customer service and safety and security of the branch.
- Auditing contracts and making sure there are zero errors.
- Organizing and distributing staff schedules.
- Handling customer complaints, issues and questions.
- Maximizing sales and reaching individual and branch targets, cross selling and upselling various products provided by Viva
- Conducting stock count, stock transfers and placing orders.

• Making sure the opening and closing of the branch is done in a timely fashion and bank deposits are done in time.

Communion Advertising Agency, Bahrain

February 2012 - July 2013

Client Servicing Executive and Account Assistant

- Responsible for delivering high quality service to the clients
- Maintained financial records and ensured collection of payment on time
- Assisted in the preparation of annual budget
- Coordinated between suppliers and clients and ensured final product was delivered in time.
- Effectively used excellent communication to build rapport with clients
- Ensured deadlines were met
- Was actively involved in new business leads and development
- Gathered client requirements about product and services
- Monitored the status of advertising campaigns and negotiated with clients and agency staff about the details of campaigns

EDUCATION

The Institute of Flight Operations and Dispatch (IFOD), Dallas, Texas FAA Flight Dispatcher Certification Course, July 2008

The Institute of Flight Operations and Dispatch (IFOD), Dallas, Texas Extended Range Operation with Two Engine Aircraft (ETOPS), July 2008

The British Council, Manama, Bahrain Successfully Completed A-levels, June 2004

The British Council, Manama, Bahrain Successfully Completed O-levels, June 2003

Sacred Heart School, Manama, Bahrain

Primary and Secondary Education, 1990 - 2002

SKILLS

Language - English, Hindi, Singhalese, Arabic

Computer Skills - Microsoft Office, working knowledge of accounting & logistics software – Video Vision, assembling and troubleshooting computers, formatting and installing operating systems or other softwares.

REFERENCES:

Dano Cherison

Director, Communion Advertising Agency, Bahrain

Email: dano@communionme.com Telephone: 33339591

Fawzia Abbasi

Shop Manager, Viva, Bahrain

Email: faaa@viva.com.bh Telephone: 33029332

Sarwan Rajasekaran

Operations Manager, Flex Flight

Email: Ops@flex.aero Telephone: 39095423