

MOHAMED FAISAL

Admin Assistant / Back Officer



About Me

Qualified Bachelor Degree Holder with 2+ years of industrial experience. I'm looking forward to work in a prestigious company, whilst reaching my fullest potential as a dynamic professional. I'm confident my skills of innovative thinking, employee handling in a friendly manner, critical analysis of problems & providing solutions practically would add value to the organization in every possible way. I trust my knowledge, skills, and experience will enable me to deliver the best standard of service to the expected level of performance by the management



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Al Nahda, Dubai

LANGUAGE

- English
- Tamil
- Malayalam (Learning)

EXPERIENCE

Office Administrator

MKB Ceylone Pvt - Sri Lanka April 2021 - Aug 2022

- Manage admin duties emails, letters, printing, scanner, phone calls, and other forms.
- Performing bookkeeping tasks invoicing, monitoring accounts receivable, and budget tracking.
- Organizing staff meetings and updating calendars.
- Maintaining general office files, job files, vendor files, and other files related to the company's operations.
- Purchasing office supplies, equipment, and furniture.
- Overseeing the maintenance of office facilities, and equipment.
- Processing company receipts, invoices, bills, and data entering and processing GRN.
- Coordinating and managing appointments, and meetings.
- Performing other relevant duties when needed.
- preparing the inventories, maintaining the stock records, using computerized systems for entering the records and is accountable for checking the supply invoices with the purchase orders.

Emerrad College | Sri Lanka

Center Coordinator Oct 2018 - May 2019

- Worked collaboratively with other lecturers to ensure that all students successfully progressed through the studies program.
- Established a system of student evaluation within the guidelines.
- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Create and distribute educational content.
- Preparing and delivering lectures, tutorials, workshops, and seminars
- Handling day-to-day cash requirements.
- Provide financial data as requested by top management.
- Updating daily activities,
- Maintaining the branch activities.
- Conducting education events and branch events.

SKILLS

- Management Skills
- Creativity
- Administration
- Back Office
- Negotiation
- Critical Thinking
- Time Management
- Self-motivated
- Smart Working
- CTA
- ETA

IT LITERACY

- MS Office Packages
- Office 365
- Gmail & Outlook
- ERP System
- POS System
- Own system (MKB)
- Photoshop
- Canva
- Computer Hardware
- Troubleshooting
- CCTV

REFERENCES

Mr. K. Dhilshan

Manager of Operation. Lecture in BCAS Kandy
email - dhilshan@bcas.lk
Mobile : +94 77 003 5334

Ms. M.S. Ismiya Begum

Senior Lecture in South Eastern University of Sri Lanka (FIA)
email : ismiyams@seu.ac.lk
Mobile : +94 77 371 7668

EDUCATION

South Eastern University Sri Lanka

BA BACHELOR OF ARTS 2018 - 2021
Second Upper Division, GPA: 3.47 (Course Includes: Islamic Civilization, Islamic Banking, HRM & Sociology)

Cisco Networking Academy - Sri Lanka.

INTRODUCING CYBER-SECURITY 2020

Cisco Networking Academy - Sri Lanka.

INTRODUCING IOT 2020

Pearson UK / British College Applied Studies - Sri Lanka

BTEC HIGHER NATIONAL DIPLOMA IN BUSINESS MANAGEMENT
Second Upper Division, (Course Includes: Marketing, Business IT,BL, HRM & R&D)

Edexcel / British College Applied Studies - Sri Lanka

DIPLOMA IN INFORMATION AND TECHNOLOGY
Second Upper Division,

Edexcel / British College Applied Studies - Sri Lanka

DIPLOMA IN ENGLISH

EXTRA ACTIVITIES

- Former Editor and member of University Muslim Majlis 2019 (MMSEUSL)(2019) and Treasurer (2020) of the Upcountry Undergraduate Association (UCUA).
- Team Member of University Hardball Cricket Team & Football.
- Researcher of "Implication of digital technology small and medium business in Sri Lanka".
- Best employee 2022 at MKB.

CERTIFICATION

I do hereby declare that the above-mentioned particulars are true and accurate to the best of my knowledge and assure you of my possible services in the event of being selected.

Your Faithfully,
Mohamed Faisal.