



Mohamed Fayas

PROFILE

To be a dynamic professional, working in challenging environments that would enable me to enhance and utilize my skills and innate abilities in the Adminor Marketing or accounts sectors successfully, leading to self-development and career progression in the fields of the same.

CONTACT



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Al Quoz 3 Dubai UAE

WORK EXPERIENCE

INTERGRATED TRADING COMPANY LLC

Storekeeper

2022 Dec - Present

GRAND MART SHOP, COLOMBO

Proprietor

2019 Feb - 2022 Oct

INTERNATIONAL MARITIME. DOHA - QATAR

Warehouse Assistant

2018 Feb - 2019 Feb

CHINA TRADE CENTER

Cashier

2017 Jan - 2018 Feb

AMERICAN BASE UNDER THE GSCS. DOHA, QATAR

Warehouse Assistant

2013 Mar - 2016 Aug

SAMURDI BANK, KANDY, SRILANKA

Data Entry Officer

2012 Feb- 2012 Sep

UDUNUWARA DIVISIONAL SECRETARIAT.

KANDY, SRI LANKA

Computer Application Assistant

2011 Jun- 2011 Nov

NO LIMIT WAREHOUSE. COLOMBO, SRILANKA

G.R.N. Clerk

2008 Oct- 2010 Sep

ACADEMIC QUALIFICATIONS

K/ Denu / Velamboda Muslim Maha Vidyalaya, Velamboda, Sri Lanka.

Successfully Completed Secondary Education.

• G.C.E (O/L) 2005

Major Subjects:

Science, English, Mathematics, Social Studies, Commerce, Tamil, Islam Physical Education, Sinhala, Tamil literature

• G.C.E (A/L) 2008

Major Subjects:

Accounting, Business Studies & Economic

SKILLS

- Accounting
- Problem Solving
- Technical
- Communication
- MS Office
- Time Management
- Internet & Email

LANGUAGE FLUENCY

- English
- Sinhala
- Tamil
- Malayalam
- Hindi

PERSONAL DETAILS

Name in Full — Mohamed Nizan
Mohamed Fayas

Date of Birth — 02nd of July 1989

Gender — Male

Nationality — Sri Lankan

PROFESSIONAL QUALIFICATION

DIPLOMA IN MS OFFICE
GOLDEN COLLEGE, SRILANKA

DIPLOMA IN ENGLISH
GOLDEN COLLEGE, SRILANKA

COMPUTER APPLICATION ASSISTANT
NAITA, SRILANKA

EXTRA-CURRICULAR ACTIVITIES

- Participated in the Leadership Training Camp in **OMSAD**
- **Captain** at school Rugby team
- **Prefect** at School – 2004 to 2008

CORE COMPETENCIES

- Effective time management skills to meet objectives and strict deadlines.
- Strong technical and analytical skills.
- Actively contributing and participating as a member of a team.
- Ability and willingness to take ownership and responsibility.
- Initiative - ability to suggest and implement changes.
- Ability to work with minimum supervision.
- Computer Literacy with special emphasis on MS Office package.

The information I have given on this application is true and accurate to the best of my knowledge and belief

M.N.M.FAYAZ