

Haleem Mohamed Ameen

A: UNITED ARAB EMIRATES (UAE)

T: +971529949379

E: amehaleem619@gmail.com

D.O.B: 30th-AUGEST-1993

Nationality: SRI LANKAN



Career objective In pursuit of a challenging and long-lasting career that will enable me to contribute to the best of my potential my acquired skills and knowledge in the fields of Data Entry.

Education

Professional Diploma in MEP Draughtsman ship.

***Oxford College of Engineering Applied Studies -2014**

-Srilanka

Professional Diploma in Practice Quantity Surveying.

***Oxford College of Engineering Applied Studies -2014**

-Srilanka

Data Entry Operator (2010)

***Ministry Of Technology And Research Technology Transfer Programme-2010**

Vidatha Resource Center, Koralaipattu Central, Valaichenai

Computer Hardware Engineering Assistant (2011)

*** Ministry Of Technology And Research Technology Transfer Programme-2010**

Vidatha Resource Center, Koralaipattu Central, Valaichenai

Working experience Vauda PVT(LTD) – Data Analyzer and Wordpress Website

April (2015) – July (2016)

Colombo, Sri Lanka.

Y-Ahamed Vidyalaya– Data Entry Operator and Social Media Marketing Executive

July (2016) –October (2018)

Valaichenai, Srilanka.

Family Supermarket – Cashier

June (2017) – November (2018) Batticoloa, Sri Lanka.

Technical skills - Microsoft office (word, excel, power point, outlook)
Intermediate Computer and Internet.
Word press website and SEO marketing.

Key strengths skills

- independently& within groups/teams
- Very good leadership ability & helping mind
- Self-confident perfect working skills
- Strong analytical and problem-solving skills

Achievements/ responsibilities

- Excellent communication skills in English and Tamil
- Excellent people management skills
- Excellent time management skills& ability to work under pressure
- Ability to work well

- Elected as prefect during time at school
- Participated in various extra-curricular activities and sports in events at school
- Participated in Islamic and social activities

Personal Information

Full name : Abdul Haleem Mohamed Ameen

Date of birth : 30th August 1993

Religion : Islam

Nationality : Sri Lankan

Passport No : N5906492

Civil status : Single

Current location : Dubai - UAE

Personal Interests: Travelling, Reading, Stories and Typing

I certify that the above particulars provided by me are true and accurate. In the event of being selected, I shall accomplish my duties to the best of my abilities.

Signature Date:

Mohamed Ameen