

MOHAMMEDU RAMZAN



**MOHAMMED FAURUDEEN
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Nationality Sri Lankan
Date of Birth 17/05/1988
Gender Male
Marital Status Married



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Languages

English 

Tamil 

Malayalam 

Area Of Learned

Computer Platforms
System Analysis
Programming Concept
Database Design Concept
Networking Concept
Personal Skills Development

Working for a prestigious company while enhancing my career and earning potential for future career development and to be a professionally qualified, dedicated employee in a challenging position, where my interpersonal abilities, acquired skills and experience will be valuable to my employer's goal

Experience

01 February 2012–05 June 2012

1. IT Help Desk Support • IT Help Desk • Global Technology solution Company
 - Coordinates and resolves all client related issues
 - Maintain a computer system and act as support if any system goes down.
 - Maintain User PC's, Including Upgrades and configuration as needed
 - Install, Configure and Upgrade PC Software



08 January 2013–15 June 2017

2. Record management System • Operations Executive • Gulf warehousing Company (Doha, Qatar)
 - Operate data capture technology to import digitized documents into an electronic document management system.
 - Implement scanning or other automated data entry procedures using imaging devices.
 - Quality Assurance of all the data entered spreadsheets which contains collected document information and sharing the details with the customer.
 - Communicating with the customers (Over the phone & Email) on their day-to-day Transactions and for all the clarifications related to record management services.
 - Ensure to prepare the monthly job file (Invoice) on all the transactions held for my clients and proceed with the finance department for invoicing.



As I Coordinated Projects

- Cerner Project-Hamad Medical Corporation (Qatar General Hospital)
- Document Digitalizing Project-International Bank of Qatar
- Document Digitalizing Project-Maersk Oil
- DMS Archival-AI Balagh Trading & Contracting Company

10 August 2017–21-December 2021

3. Sales and Marketing • Sales and Marketing Executive Shoe Max Footwear Industry, Sri Lanka

Networking Technologies
Networking Projects
Quality Systems
Data Analysis and Design
Management In IT
Internet Server Management
Project Management
E-Business Strategy
Networking Infrastructure
Supporting NOS & OS

Used EDMS Professional Softwares and Applications

Cerner Apps
Adobe Acrobat XI
Citrix XenApp
Scan All Pro
Kofax
DMS-IBQ
Power File
Imaging Professional
Onil SQL Database
Documentum D2
Dell EMS
Dokmee DMS
Microsoft Office
Others

- Collaborate with the marketing team to creatively reach more potential customers
- Manage and execute the brand image of the company
- Coordinate and manage the design of marketing materials
- Collaborate with the marketing team to creatively reach more potential customers

Education

BCAS Kandy Campus - Kandy, Sri Lanka

- BTEC HND In Computing ICT System Support (Edexcel-UK)
Awarded on April-2012

European College - Kandy, Sri Lanka

- Professional Diploma in English

BCAS Kandy Campus - Kandy, Sri Lanka

- Diploma in Access Program
- Diploma in Web Designing
- Diploma in Programming
- Diploma in Networking
- Diploma in Hardware
- Diploma in Microsoft Office

Islamic Institute of Information Technology-Sri Lanka

- Diploma in Computer Science

Professional Key Skills

- Intermediate knowledge of electronic document management system EDMS
- Good knowledge of Warehouse Management systems (WMS)
- Intermediate knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.)
- Proficient with relevant EDMS software programs including Dokmee, Kofex, etc
- Experience on large capital projects
- Intermediate knowledge of Adobe Acrobat (Reader/Writer)
- Good knowledge of hardware, software, and networking

Leadership

- Excellent communication and Interpersonal Skills
- Positive attitude and enthusiasm
- Excellent decision maker
- Ability to work before deadlines and under pressure

Reference will be provided on request.

I hereby certify that the above information is correct and complete to the best of my knowledge & belief

Thanks

Mohammedu Ramzan