

MOHAMED RAFEEK MOHAMED NUZMAN



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Nattandiya



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SKILLS

- Quick Learner
- Leadership
- Copywriting
- Teamwork
- Time Management
- Story writing

HOBBIES

Interested in Sports
Extra Curricular Activities
Listening to Music
Travelling

LANGUAGES

English
Sinhala
Tamil

ABOUT ME

I am a quick learner, a problem-solver, and a collaborative team player who is eager to take on new challenges. I am excited about the opportunity to contribute my skills and passion for to my job to a dynamic and innovative team, where I can further develop my abilities and make a meaningful impact.

EDUCATION

Brighten International College	2005 - 2016
Studied till my G.C.E Ordinary Levels	
Negombo Wisdom College	2017 - 2019
Studied till my G.C.E Advanced Level	
Esoft Metro Campus	2017 - 2018
Completed a Diploma Course in Information Technology	
National Institue Of Business Management	2023 - PRESENT
Following My Degree currently	

EXPERIENCE

Operations Executive Nov 2020- March 2022
AEGIS SERVICES LANKA (Pvt) Ltd I Union Place

Joined as a Customer Care Agent to work for COMMERCIAL BANK PLC as an outsourced agent , and after 9 months was promoted as an Executive Operations

Assistant Executive March 2022 - March 2023
Kapruka Holdings PLC I Mirihana

Joined as an Assistant Executive in Customer Care Department . Handled all Inbound and out bound calls . Trained new employees who were recruited. Maintained and kept looking for future developments on the site.

Operations Executive Aug 2023- Oct 2023
Grasshoppers Pvt Ltd I Colombo 05

Joined as an Operation Executive , Handled the Hubs allocated for me . Handled all the In process orders of the Customers and Deliveries , Any issues between the Hubs , All Payments made by the Hubs and Organization . Was Responsible for any issues made by the Allocated hubs.

REFERENCE

Aqib Affan
Kapruka Holding PLC / Head Of
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Mujeeb Rahuman
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Assistant Manager Procument
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