



# ASMATH FAROOK

## OBJECTIVE



Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers Professional growth while being resourceful, innovative and flexible and willing to give total support the organization that I am in, with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

## PROFILE

Successfully completed Bachelor of Information Technology at Middlesex University. And also, highly motivated and smart working individual who has experience in the field of Teaching ICT and Data Entry Post. Problem solving and working with groups to achieve a certain objective on time with excellence.

## Personal Information



**Name**  
Asmath Farook



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AL nahda Sharjah



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asmath\_90@yahoo.com



**Gender**  
Male



**Civil status**  
Married



**Nationality**  
Sri Lankan.

## Language

Tamil	Excellent
Sinhala	Fluent
English	Fluent

## WORK EXPERIENCE



### 1. Worked as a Data Entry Officer at Government National School (POLONNARUWA MUSLIM NATIONAL SCHOOL) 2017-2024

- Gathering, collating, and preparing documents, materials, and information for School data entry.
- Conducting research to obtain information for incomplete School documents and materials.
- Creating digital documents from paper
- Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.
- Capturing data into digital databases and performing regular backups.
- Updating and maintaining databases, archives, and filing systems.
- Monitoring and reviewing databases and correcting errors or inconsistencies.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.

### 2. Worked as a Manager at tackle box 2013-2014

- Managing the shop
- Enter all kinds of product details into databases
- Daily stock maintenance
- Customer Dealing
- Training new employees
- Monitoring and controlling expenses and budgets

### 3. Worked as a Salesman at Falcon system 2014 -2017

- Meeting with clients during the sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets.

## EDUCATION AND QUALIFICATIONS



- **B.Sc. (Hons) in Information Technology First Class Honours**  
(2012-2013) Middlesex University, UK
- **HND in Computing (EDEXCEL)**  
(2011-2012) International College of Business & Technology (ICBT)
- **International Foundation Program (IFP)**  
(2008) Singapore Informatics (City Campus)