

SUMMARY

I have a collective experience of over 25 years of experience which includes an overseas experience of 10 years; in Dubai, U.A.E. and Jeddah, Saudi Arabia. Abilities to work include in Document Controls, Customer Service Agent, Stores Clerk, Administrative Assistant, Customs Clearance Representative, Maintenance Supervisor and/or CCTV Operator; a self-learning individual and a team worker with dedication and responsibility to any given tasks.

Holder of U.A.E. Driving License for Light Vehicles.

Held GDFRA & MOHRE PRO registrations.

Held PCFC/Dubai Customs registration.



M.M.M. Shareefdeen

Contact:

+971 58 3055921

Email:

mnsvid@gmail.com

OBJECTIVE

Obtain a position to commensurate with my experience, specifically in customer relations, supervisory roles, warehouse inventory controls, administrative assistance and the like.

EMPLOYMENT HISTORY

1. **- Employer** : Self-employed
 Colombo, Sri Lanka
 Mar-2022 to current
 Lead a team of technical staff for the installation and maintenance services of CCTV surveillance and security systems to individual clients and companies.

2. **- Employer** : **MS TECHNOLOGIES (PVT) LTD. - 10 years**
 Colombo, Sri Lanka
 IT Managed Services, Cyber Security, CCTV Services and Solutions
 - Period : Sep-2012 to Feb-2022
 - Position : **CCTV Systems Supervisor - Analog/IP Systems**
 Managed a team of technicians and assistance for the Installation of CCTV Systems and provided customer support Services including procurements, servicing/maintenance, security advisory services, etc.

3. **- Employer** : **HOTSPOT FILMS - Dubai Media City - 3 years**
 Dubai, U.A.E.
 A Documentary and Film-making company servicing major Channel Partners worldwide.
 - Period : Feb-2009 to Nov-2011
 - Position : **Crew Supervisor/Document Controller**
 Sole contact and coordinator for film productions teams with coordinated efforts of a team of assistants to facilitate day-to-day services of all personnel logistics operations relative to off-shore filming crews from arrival, hotel arrangements, transportation, onsite/on-location preparations, filming equipment deliverances, etc.

4. **- Employer** : **S & S REF ENGINEERS – 5.5 years**
Wattala, Sri Lanka
An entity dealing with leading brands of Air-conditioning Systems for high-rise and residential dwellings with 24/7 support systems.
- Period : Dec-2003 to Jan-2009
- Position : **Customer Service Agent**
Coordinating efforts with maintenance/support staff on maintenance issues, providing necessary logistics, inventory controls and staff planning's; provisions include a large base of private and local government clients throughout the Island.

5. **- Employer** : **Al Mamaleek Building Materials LLC – 2 years**
Dubai, U.A.E.
A leading importer, exporter and distributor of drainage accessories and plumbing materials.
- Period : Feb-2002 to Nov-2003
- Position : **Customs Clearance Representative (Wharf)**
Coordinating efforts for clearance of import and export cargoes of the company from the Dubai Customs Department with due considerations of Bill of Lading, Pro-forma Invoice and relevant Customs Entry, payment of duties in accordance with customs classifications, including banking coordination's for the clearance LC payments, container refunds, etc.

6. **- Employer** : **King Fahd Armed Forces Hospital – 2.5 years**
Jeddah, Kingdom of Saudi Arabia
A 420 bed hospital specializing in a wide range of medical services with state of the art medical facilities.
- Period : May-1996 to Dec-1998
- Position : **Stores Clerk**
Responsibilities includes the up-keeping of inventories of hospital supplies, more particularly on electro-mechanical, sanitation and plumbing products of the hospital. Provide due diligence on maintenance supplies with relevant data sheet and entries for the supplies department coordination's.

7. **- Employer** : **Crescent International Link – 4 years**
Colombo, Sri Lanka
An import and export oriented entity servicing the electrical field of business.
- Period : Mar-1992 to Feb-1996
- Position : **Customs Clerk (Wharf Clerk Assistant)**
Responsibilities includes in the preparation of import and export Entries for the clearance of goods and products with relevant classifications and import/export duty payments. Coordinate with shipping agencies for the process of Bill-of-Lading and container clearances.

OTHER QUALIFICATIONS:

- Certificate of Training – ISO9000, ISO System Awareness – 1997, Saudi Arabia
- Language Efficiency (English), Ceylon Tourist Board, Colombo - 1993, Sri Lanka
- Food & Beverage, Vocational Education Center – 1993, Colombo, Sri Lanka
- Class “A” Trade Certification, Institute of Technical Trade – 2009, Colombo, Sri Lanka
- Certification in CCTV Installation, WinSYS Networks, - 2015, Colombo, Sri Lanka;
Officially attested.
- International Certification Program – Certified General Associate – CGSA-CCTV, Hikvision.

Clerical Skills

- Languages:
- | | |
|------------|---|
| English | - good in reading, writing and speaking. |
| Urdu/Hindi | - fair in speaking and understanding |
| Arabic | - fair in reading and speaking. |
| Sinhala | - excellent in reading, writing and speaking. |
| Tamil | - excellent in speaking. |
| Malayalam | - good in speaking. |

COMPUTER PROFICIENCY

MS Windows95/98/2000/NT/XP	:	Good
MS Word	:	Good
MS Excel	:	Good
MS Powerpoint	:	Good
Adobe Photoshop	:	Good

PERSONAL HISTORY

NAME : Mohammed Mufasssir Mohamed Shareefdeen
DATE OF BIRTH : August 10, 1975
NATIONALITY : Sri Lankan
MARITAL STATUS : Married

VISA STATUS: On Visit Visa

LEISURE & OTHER ACTIVITIES

- Excelled in Cricket, Football and Rugby
- Captained Cricket Team at King Fahd Armed forces Hospital, KSA.
- An active member of Productivity Improvement Projects – 5s – DSSC OB.

[illegible]