

# MOHAMED RIFKAN



## CONTACT ME



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## PERSONAL INFORMATION

### ■ NAME IN FULL

Mohamed Nazar Mohamed Rifkan

### ■ DATE OF BIRTH

14th March 1991

### ■ GENDER

Male

### ■ MARTAL STATUS

Married

### ■ NATIONALITY

Sri Lanka

### ■ RELIGION

Islam

### ■ N.I.C NO

910741721 V

### ■ PASSPORT NO

N8777241

### ■ DRIVING LICENSSE NO

B3910988

## LANGUAGE SKILLS

- |             |          |           |
|-------------|----------|-----------|
| ■ English   | ■ Arabic | ■ Hindi   |
| ■ Malayalam | ■ Tamil  | ■ Sinhala |

## OBJECTIVE

Detail-oriented IT Technician with [10 years] of experience in diagnosing and resolving hardware and software issues, seeking a challenging role where I can leverage my technical expertise to ensure optimal IT infrastructure and provide excellent support to users

## PERSONAL STRENGTH

- Highly developed interpersonal skills with an ability to
- work multi-cultural and multi-disciplinary
- Good analytical and hardworking nature
- Self-confident
- Ability to work independently and as a team player
- Good language skills.

## WORK EXPERIENCE

- **2016 - 2018 Cashier**  
Mahajana Super, Gampola, Sri Lanka.
- **2018 - 2020 Driver Cum Salesman**  
Zam Zam Yogurt, Gampola, Sri Lanka.
- **2020 - 2021 Receptionist**  
Suwabawana Hospital, Gampola, Sri Lanka.
- **2021 - 2023 Security Guard**  
Gampola Zahira College Gampola sri lanka.
- **2014 - 2015 OPERATION ASSISTANCE**  
STANDARD CHARTERED BANK IN DUBAI.
  - **Data Entry, Document Controller, Receptionist & Banking Responsibilities**
    - Copy, Scan and Store Documents.
    - Input bank statements.
    - Manage credit cards, loans.
    - Handle calls and reception.
    - File documents in physical and digital records.
    - Create Templates for future use.
- **2013 - 2014 LAPTOP REPAIR & DATA ENTRY**  
PC ASSURANCE - KURUNAGALA, SRI LANKA
  - Laptop repair.
  - Assembling, maintaining, troubleshooting.
  - Software installation.
  - OS installation (Windows & Ubuntu).
  - Hardware configuration.
  - Inventory management.
  - Accounting tasks.

## ■ 2012 - 2013 QTEL FIBER OPTICAL NETWORK TECHNICIAN

KUWAIT NETWORK ELECTRONIC TECHNOLOGY CO. W.L.L - QATAR

- FTTX – Fiber to the Exchange.
- FTTB – Fiber to the Building.
- FTTV – Fiber to the Villa.
- FTTH – Fiber to the Home.
- Installing the Optical Network Terminal Box (ONT).
- Installing Internet Protocol Television (IPTV).
- Installing the Access Terminal Box (ATB).
- Installing the RJ45 & RJ11 Box.
- Configuring the CISCO Modem.
- Updating Comptel.
- Migration.

## ■ 2009 - 2011 COMPUTER TECHNICIAN CUM SALESMAN

BIG Y COMPUTER SHOP - GAMPOLA, SRI LANKA

- Repair desktops, towers, and laptops.
- Assemble, maintain, troubleshoot PCs and laptops.
- Install software and OS.
- Hardware configuration.
- Sell computer accessories, PCs, and laptops.

## ■ 2008 - 2009 COMPUTER HARDWARE TECHNICIAN

VISTA COMPUTER SHOP - GAMPOLA, SRI LANKA

- Repair desktops, laptops, and towers.
- Assemble, maintain, troubleshoot PCs and laptops.
- Install software and multiple OS versions.
- Perform hardware configuration.

## EDUCATIONAL QUALIFICATIONS

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- I studied at Gampola Zahira College in Gampola and passed the G.C.E. (Ordinary Level) Examination in 2007.

## PROFESSIONAL QUALIFICATIONS

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- Certificate in Computer Hardware Engineering, conducted by the VISTA Computer Studies at Gampola in year 2008 March.
- Certificate in Internet & Chat mail, conducted by VISTA Computer Studies at Gampola in April, 2008.

## SPORTS & EXTRA CURRICULAR ACTIVITIES

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- Member of School Football Team.
- Participated in School Inter House Sports and Athletic events.
- Member of School Board of Prefect

I do hereby certify that the above particulars are true and correct to the best of my Knowledge

**MOHAMED NAZAR MOHAMED RIFKAN**