

# M.S.MOHAMED NUSHATH

Room No 149, East west building, jabel ali industrial area 1. Jabel ali

nushathsimark@gmail.com

+971554887560

DOB- 1986-08-23

Passport Expiry Date – 07/09/2032

Passport Number – N9894157



## EXPERIENCE

### 2020- PRESENT

#### PRESENT TITLE; OPERATIONS MANAGER- ANIL WIJESINGHE CONSULTANCY SERVICES

As operations manager of A.W Consultancy Services my role was to overlook the operations of all four of the mentioned companies below, as well as to ensure the marketing of all products under the umbrella of aw consultancy services.

The task of marketing and networking with our target audiences during the covid pandemic was very challenging, but the initial effort that was put in from 2020 to present has witnessed a immense growth.

I'm confident that over the past four years of working at a district level amidst negative market forces as well as being able to compete with higher ranked products, that given the opportunity to prove myself is what I humbly challenge you with as i'm extremely target oriented in achieving the goals set by an organization.

1. **IEMS Examinations Pvt Ltd** – Marketing to the general Public of all programs that we host via Social Media and group presentations in targeted provinces of Sri Lanka. B2B with agencies, Teacher Associations, Group Presentations of our line of Products, while ensuring that all examiners and teachers conduct our courses and exams in line with the stipulated guidelines.
2. **Voice Over Festival of Performing Arts Pvt Ltd** – Marketing of this program via Social Media, and handling all in-coming inquiries regarding the programs on offer. Presentations of the guidelines on conducting as well as the preparation for the exams. Assisting all stake holders to ensure the exams are conducted in-line with Performing Arts guidelines.
3. **AWS institute** – Marketing as well as conducting training programs for teachers as well as future teachers on how to present, conduct the programs for students, and how the examinations should be conducted.
4. **Computers and Telecommunication Systems Pvt Ltd**- Sending Quotations, Invoices, Maintenance of all Clients Records via software programs and storage.

### Previous Employment / Training.

#### DIGITAL MARKETING EXECUTIVE NEAT LANKA PVT LTD (2020-2018)

Online marketing, maintaining company's website, creation of fresh content regarding new products and special offers. Main focus was to create content in order to convert all inquiries into sales.

#### REGISTRAR HEBRON ECO UNIVERSITY - (2018-2016)

Recruiting candidates and coordinating classes. Organizing presentations for potential students and computerized record maintenance of the total operation. m

#### MEDIA MANAGER CEYLON EVERY HOME CRUSADE (NON-PROFIT CHARITY ORGANIZATION) (2018-2015)

Preparing and submitting monthly reports to international head office in USA. Handling all graphic design and media work. Updating and maintaining social media platforms.

#### PERSONAL SECRETARY CEYLON EVERY HOME CRUSADE (NON-PROFIT CHARITY ORGANIZATION) (2018-2015)

Assisting the national Director of the organization, preparing documents for AGM and other meetings. Handling public relations.

## Skills

- Good Communication Skills.
- Fluent in English
- Creativity and Problem-Solving
- Social Media Marketing
- Comprehensive knowledge in IT
- Strategic Planning
- Good interpersonal skills
- Graphic Designing

## Qualifications

- Advance Certificate in Advertising and Graphic Designing -NIBM
- Completed a course in Camera and Lighting at Sri Lanka Media Training Institute
- Followed the airline cabin crew training course at International Airline Ticketing Academy
- Advance certificate in counseling at Colombo Theological Seminary
- Followed a Diploma course at Focus Business school
- BA in Theology – Hebron Eco University