

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.



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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** : Local Entrepreneur
Sharjah, U.A.E.
 - **Period** : Jan-2024 to Jul-2024 (*on 6 month contractual understanding*)
 - **Position** : **Maintenance Supervisor**
 Supervision of maintenance services for a group of luxury villas in relevance to CCTV, Air-conditioning and landscaping areas.
2. - **Employer** : **MS TECHNOLOGIES (PVT) LTD. - 12 years**
Colombo, Sri Lanka
 IT Managed Services, Cyber Security, CCTV Services and Solutions
 - **Period** : Jan-2012 to Dec-2023
 - **Position** : **CCTV Systems Supervisor** - Analog/IP Systems; Managed 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 - 8 years**
Dubai, U.A.E.
 A Documentary and Film-making company servicing major Channel Partners worldwide.
 - **Period** : Aug-2003 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** : **Bin Sabt Contracting Co. LLC - 3 years**
Dubai, U.A.E.
 - **Period** : Mar-2000 to Jun-2003
 - **Position** : **Accounts Assistant** - Assisted a team of accounts staff in the areas of data-entry, book-keeping and maintaining of receivables/payable records; including document controller functions for project close-out procedures.

5. - **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.
6. - **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:
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|------------|---|
| 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

