

## SARIFUTHEEN MAMUN RASEED

Administrative Assistant at Bank of Ceylon

Dubai, United Arab Emirates | Phone - +971 569828915 | E Mail – raseed3951@gmail.com

### Professional Summary

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Highly organized and detail oriented Administrative Assistant with a BBA in Management and solid experience in office management, and customer service. Proficient in scheduling, data entry, financial tasks, and software systems including MS Office, Excel and Quick books. Recognized for multi-tasking, communication, and problem-solving skills. Eager to contribute to organizational success by ensuring operational efficiency and supporting executive team.

### Key Skills

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**Administrative Skills** – Office Management, File Organization, Calendar Schedule, Meeting Coordination, Invoicing, Reimbursements, Payroll Support, Travel Arrangements, Visitor Management, Report Preparation, Document Drafting, Data entry, staff Attendance Record.

**Technical & Software Skills** – Word, Excel, PowerPoint, Outlook, Access, Quick Books, Oracle, CRM Tool, Email and Internet Operations.

**Soft Skills** – Communication and listening, Team Work, Time Management, Leadership.

### Work Experience

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#### Administrative Assistant

Mar 2021 – Oct 2023

IGK PVT LTD

- Maintained and organized office files, supplies, and equipment.
- Managed calendars, scheduled appointments, coordinated meeting and travel.
- Processed invoices, reimbursements, expense reports and payroll.
- Maintained accurate records, databases, and filing systems.
- Assisted executives with report preparation and administrative support.

#### Administrative Assistant

Nov 2023 – Feb 2024

Bank of Ceylon

- Supported banking operations with documentation and customer service.
- Assisted in file maintenance, scheduling, and office coordination.

### Education

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#### South Eastern University of Sri Lanka

Jul 2019 – mar 2024

Bachelor of Business Administration Honours (BBA) – Management

Grade: 3.37 / 4.0

*Degree attested by Ministry of Foreign Affairs, Sri Lanka, and UAE Embassy*

#### Certification

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Certificate in QuickBooks – Open University of Sri Lanka

Certificate in ICT – TVEC Sri Lanka

Professional Diploma in English

Certificate in Time and Task Management- SEUSL

Certificate in cyber security - CISCO

Certificate in People Leadership Skills

#### Research & Projects

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Empirical Analysis of the causes of small and medium business failure in Sri Lanka South Eastern University of Sri Lanka | 2024

Analyzed data, prepared reports, and presented findings as part of Bachelor of Business Administration degree requirements.