

Mohamed Nizamdeen Mohamed Razoodeen

Address: - No.211/18-1-6 Jumma masjid Rd, Colombo - 10.
Date of birth: - 31st of May 2002
Email: - razoodeenzats@gmail.com
Mobile: - +97150 2411392
Sex: - Male
Marital Status: - Unmarried
Nationality: - SriLankan



OBJECTIVE

Dedicated and energetic person with remarkably good attitude. Adept at multitasking in a high volume, fast-paced work environment. Able to maintain a good relationship with other staff and superiors.

WORKING EXPERIENCE

- Worked at SAFARI HYPERMARKET (Qatar) as an Adequate Receiver in the Receiving Department.
(9th August 2022 - 28th August 2024)
 - Fluency in PDT handling and PVR / PRR.
 - Process all invoices through the IRMA system.
 - Maintain backroom cleanliness and organization.
 - Code all invoices with store accounting stickers and keep company sensitive invoice files and records secure.
 - Keep record of invoices sent and received etc.
- Worked at MD Lanka (PVT) Ltd as a store keeper.
- Worked at Startek BPO Company (Airtel Data Entry) from September 2019.
- Worked at Startek BPO Company (Airtel Fraud Management System as a Senior Executive) from September 2020.
 - Handling the Airtel client complaints.
 - Leading the team as a Senior Executive.
 - Handling MS Office (Microsoft Outlook, Microsoft Excel, Microsoft Word And Microsoft Access)
 - Maintain the daily report accurately for supervisor's observation.
 - Sociable with pleasing personality. Can work under pressure with time bound performance.

EDUCATION QUALIFICATION

- Completed G.C.E. O/L Examination at Zahira College Colombo.
- Following Degree at English and English Literature at Aquinas College.
- Successfully Completed Diploma in Hardware & Software.
- Completed Spoken English at IWMS Academy.

EXTRA CURRICULAR ACTIVITIES

- Appointed as a Prefect.
- Member of School Scout Associate.
- Member of School Islamic Societies.
- Member of School Debate Club.
- Member of school Hockey, Football team and Athletic club.

LANGUAGE KNOWN

- ENGLISH, HINDI, TAMIL & SINHALA

I hereby certify that the particulars furnished by me are true and correct to the best of my knowledge. I assure that if I'm selected for suitable position, I shall endeavor to discharge the entrusted duties efficiently to the best of my ability and the entire satisfaction of the organization.

Thank you!

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(Mohammed Razoodeen)

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(Date)