



## MOHAMED IJAZ

### PROFILE

Experienced in Administration, HR and various other parts in an renowned organizations with multi-tasking skills. Worked on time bound work environment and skilled on completing on or before the deadline.

Posses an advance knowledge in Office applications specially MS Excel, Word and having an excellent typing speed.

### CONTACT

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+974 30549037

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ADDRESS  
Doha, Qatar.

### PERSONAL INFO

NAME  
Mohamed Ijaz

DATE OF BIRTH  
17th June 1995

CIVIL STATUS  
Single

NATIONALITY  
Sri Lankan

VISA STATUS  
Transferrable Visa With NOC

### EXPERIENCE

Dec. 2014 -  
Jan.2018

#### ADMINISTRATION OFFICER - ZAFLANKA GROUPS.

##### Duties & Responsibilities

- Manage office supplies stock and place order.
- Handling HR tasks partly such as maintaining timesheet, updating OT reports etc.
- Answer queries by employees and clients.
- Maintain essential files at executive offices.
- Update office policies as needed.
- Arrange transport and accommodation.
- Coordinate with various departments on tasks such as Accounts, Sales, Audit etc.
- Managing appointments and arranging meetings.
- Handling phone calls.
- Preparing quotations and drafts for departments.

### ACADEMIC QUALIFICATIONS

- Completed General Certification of Examination (Ordinary Level) - Zahira College.
- Completed General Certificate of Examination (Advance Level) - Zahira College.



### PROFFESIONAL QUALIFICATIONS

- Certified Windows Network Administrator - Turnkey IT Training College.
- Completed Diploma in Hardware Engineering With Networking - IT Unit

### COMPUTER SKILLS

- **Basic**
  - Adobe Photoshop CS 6
  - Microsoft C# Visual Studio
- **Intermediate**
  - Networking (LAN,MAN,VAN) fundamentals.
- **Advance**
  - Microsoft Office Suite
  - Microsoft Outlook
  - Internet & Email
  - Windows & MAC OS
  - Adobe Suit

## COMMUNICATION SKILLS

English	
Tamil	
Sinhala	

## DRIVING LICENCE

- Holding Valid Sri Lankan Driving License.

## KEY STRENGTH

- Self Motivated
- Team Worker
- Quick Learner
- Good Communicator
- Keen to face Challenges
- Ethics & moral based working pattern
- Good Computer Knowledge
- Interpersonal Skills
- Experience on hand

## EXTRA CURRICULAR ACTIVITIES

- Football
  - Under 19 Rebels Football club captain
  - Midfielder in 11s and forward in 7s.
- Cricket
  - Vice captain of School cricket team.
  - Member of Zahira Cricket club.
- Swimming
  - Member of local side swimming coaching badge.

## HOBBIES & INTERESTS

- Reading
  - Interest on reading books, articles and news papers. Keeping self up dated on current Issues such as politics, society related stuff, Sports & technology.
- Interest on travelling.
- Contribution on social welfare and awareness programs.
- Helping poor and charity works.

Referees can be provided upon request.

I hereby attest that the above information is true and correct according to best of my knowledge.

Hereby,

D. MOHAMED IJAZ