



## CONTACT ME

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<https://github.com/HumamSubair/>

Kalmunai, Sri Lanka

## EDUCATION

Rajarata University of Sri Lanka

BSc (Hons) in Information Communication Technology  
2016-2019

Ministry of Higher Education

HND in Information Technology  
2018-2021

## SKILLS

- Office Application
- Document Management
- Proficient in English Typing
- Work Smart
- Team player
- Strong work ethic.
- Work Under Pressure
- Easy to learn and demonstrate
- ability to work under tight schedules

## LANGUAGES

- English - Fluent (Speaking, Reading and Writing)
- Arabic - Manageable (Speaking, Reading and Writing)
- Tamil - Native

# ZUBAIR MOHAMED HUMAM

## Administrative Assistant

DOB : 30th Aug 1992  
Gender : Male  
Civil Status : Married  
Nationality : Sri Lankan  
Passport No : N9329304

## ABOUT ME

I am a highly motivated professional with a solid educational background and five years of hands-on experience in the field of Information Technology. Holding a Bachelor's degree in Information and Communication Technology (BSc ICT) and a Higher National Diploma in Information Technology (HND IT), I have developed a robust foundation in both theoretical concepts and practical applications within the IT domain.

My expertise particularly lies in the realm of Office applications, where I have accrued valuable experience over the years. Proficient in leveraging tools such as Microsoft Office and other productivity software, I have successfully contributed to streamlining office processes, enhancing efficiency, and ensuring seamless day-to-day operations.

I am passionate about staying abreast of the latest technological advancements and implementing best practices to drive innovation. My commitment to delivering high-quality results is complemented by strong problem-solving skills, adaptability, and a keen eye for detail.

## WORK EXPERIENCE

IDM CITY CAMPUS 2021-2023  
LECTURER

Leader Ahraff Secondary School 2018-2021  
IT Support Engineer

## REFERENCES

Mr. NM. Mujeeb  
Software Engineer  
HCL Tech. Sri Lanka.  
Email: mujeeb20121@gmail.com  
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Mrs. OKF. Shareefa,  
Child rights promoting officer,  
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Mobile: +94 779043489

## DECLARATION

I do hereby acknowledge the above particulars are true and correct to the best of my knowledge.

Humam Subair