MOHAMED THAWFEEK RISLAN MOHAMED

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PROFILE

HND Computer Science student specializing in Software Engineering with strong skills in programming, problem-solving, and software development. Experienced as an Administrator at Afran Travels, gaining valuable expertise in organization, communication, and management. Motivated to combine technical knowledge and administrative experience to contribute effectively in professional environments.

EDUCATION

BTEC HIGHER NATIONAL DIPLOMA IN COMPUTING (R)   **2024 - PRESENT**
BCAS CAMPUS
MAJOR IN SOFTWARE ENGINEERING.

STUDY G.C.E A/L IN BIO STREAM   **2023**
ADDALAICHENAI NATIONAL SCHOOL

COMPLETE G.C.E O/L EXAMINATION   **2020**
ADDALAICHENAI NATIONAL SCHOOL

ADDITIONAL INFORMATION

Technical Skills:

Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, CRM and POS systems, Email & communication platforms, SQL Server, GitHub

Interpersonal Skills:

Leadership & Team Management, Travel & Tourism Operations,Customer Relationship Management, Administrative & Operational Efficiency,Problem Solving & Decision Making, Communication & Interpersonal Skills

Languages:

English, Tamil, Sinhala.

WORK EXPERIENCE

ADMINISTRATOR, AFRAN TRAVELS   **Dec 2023 - Present**

- Managed day-to-day administrative operations, ensuring smooth workflow and customer satisfaction.
- Handled client inquiries, bookings, and travel documentation with accuracy and professionalism.
- Maintained records, schedules, and reports to support business efficiency.
- Coordinated with team members and external partners to deliver quality service.
- Developed strong organizational, communication, and multitasking skills in a fast-paced environment.