Mr. M.N.M. MOHAMED MUASSAM
Doha, Qatar
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:: PERSONAL SUMMARY

I have an experience as a **Computer Related Works (Software & Hardware)** and I have successfully completed **BTEC Edexcel Higher National Diploma in Computing (ICT System Support)** at British College of Applied Studies (BCAS CITY CAMPUS).

Presently I am looking for a Computer Operator / Document Controller with GCC experience.

:: PROFESSIONAL QUALIFICATION

➢ **Higher Education**

- Successfully completed **BTEC Higher National Diploma in Computing (ICT System Support)** at **British College of Applied Studies** (BCAS CITY CAMPUS) under the **Edexcel system UK**.

- Followed **Cisco Certified Network Associate** (CCNA).

- Successfully completed **Diploma in Computer Studies** at British Informatics of Computer Technology.

:: EDUCATIONAL QUALIFICATION

- Successfully completed **Certificate in Human Resource Management**.

- Successfully completed **Diploma in Marketing Management**.

- Successfully completed **Certificate in Business Management.**

- Successfully completed **Certificate in English**.

- Successfully completed **G.C.E. A/L** (Advance Level) examination **Commerce Stream (Accounts, Business & Economic)**.

- Successfully completed **G.C.E. O/L** (Ordinary Level) examination.

❖ I have **1 year GCC experience** as a **Computer Operator and Document Controller** in Doha, Qatar

❖ I have **1 year and 3 months experience** as a **Computer Operator** at Riflanka Marketing (Distributor for Hemas Marketing) in Nintavur, Sri Lanka

Duties: -

- Maintain the **Agile Plus** Accounting Package (Software).
- Maintain the **Database in Excel**
- All Computer Related Works **(Software & Hardware).**
- Oversee maintenance and operation of computer hardware systems.
- Set controls on computers and peripheral devices.
- Run computer tasks.
- Maintain logbooks or records for job runs.
- List malfunctions that occur during shift.
- Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance.
- Help network administrators ensure network connections are in place.
- Connect computer peripherals for users.
- Help new employees get their computer running.

❖ I have **6 months experience** as a **HR Executive** at Eastern Charisma Group Ltd (Manpower Division) in Colombo, Sri Lanka

Duties: -

- Maintain all the Databases.
- Answer the phone calls.
- Upload the vacancies in websites.
- Check the E-mail and reply.
- Maintain logbooks or records.
- Register the all candidates.
- Categorize and maintain as per the all candidates' documents.
- Categorize and maintain as per the requirement of the Foreign Employment Companies documents.
- Select the candidates for the interview.
- Create the interview list.
- Inform the interview details for selected candidates by letter or over the phone.
- Bureau works.

❖ I have **2 year experience** as a **Network Administrator** at SK International Holdings in Colombo, Sri Lanka

❖ I have **6 months experience** as a **Assistant Network Administrator at Hairu Hospitality Group (Private) Limited in** Kandy, Sri Lanka

Duties: -
- Computer assembling
- System configuration
- System installation
- Software installation
- Upgrading & servicing
- Computer repairing(driver installation)
- Diagnostics and troubleshooting problems
- Viruses & troubleshooting
- Local area(LAN) wide area(WAN) network concept
- Installing windows server 2000,2003,2008,2012 and XP, 7, 8
- Implementing a workgroup single domain environment
- Managing a windows 2000,2003,2008 and 2012 domain server environment
- Microsoft windows 2003 administrative tasks
- Installing and configuring DNS Server
- Installing and configuring DHCP server and FILE PRINT Servers
- Installing and configuring CHILD server and BACKUP Servers
- Installing and configuring an Internet Information Service(IIS), Mail Servers and Web Servers
- Installing and configuring Proxy Server
- Installing MS remote installation Server
- Installing and configuring virus guard
- Installing FILE MIRROR Server & DATA BACKUP
- Maintains of windows 2003 network
- IP addressing IP v4 and 6
- ADSL Router Configuration
- Wireless (Wi-Fi) Router Configuration(entire wireless network)
- Switch Patch panel Installation
- Managing windows 2000,2003,2008 and 2012 Servers
- Active directory reinstallation
- Manageable Switches layer2, layer3
- CCTV camera configuration

- I have very good knowledge in **Agile Plus** Accounting Package (Software)
- Excellent inter leadership in school level (**Head Prefect**)
- I successfully presided at the **Cultural programs, Teachers Day & Prefect day** etc. in my school days
- Excellent inter relation communication with participators
- Excellent sense of responsibility through enthusiasm and commitment to work
- Self-motivated with a very high level of confidence in working under pressure
- Good team player and motivating colleagues
- Hands-on experience in **Windows Operating systems**
- Ability to multi task & priorities under ever changing & challenging workloads
- Prioritizing in a fast moving environment
- Proficient in **MS Office, Internet, Outlook & E-mail** applications
- Good in logical thinking and excellent leadership skills
- Good in **English, Tamil & Sinhala** (speak) language

:: PERSONAL DETAILS

Name with Initial	:	MUNAS NOOR MOHAMED, MOHAMED MUASSAM
Mobile No	:	+97477207366
Address (now)	:	Doha, Qatar
E-mail	:	mmuassam@gmail.com
Skype	:	Mohamed Muassam
Date of Birth	:	16 July 1990
Age	:	25 Years old
Gender	:	Male
Civil Status	:	Single
Nationality	:	Sri Lankan
Passport No	:	N5207229

I do declare that the particulars mentioned above are true and correct for the best of my knowledge.

MNM. Mohamed Muassam   **Date: 19/08/2015**