

# Curriculum Vitae

Name in Full	:	Mohamed Farook Rizwan Mohamed
Date of Birth	:	8 <sup>th</sup> April 1978
Sex	:	Male
Marital Status	:	Married
Nationality	:	Sri Lankan
Email	:	mfrizwanm@yahoo.com
Contact No	:	+94776706100



## **CAREER OBJECTIVES**

Looking for a position of ~ Sales Coordinator/Sales Executive Secretary ~ Coordinator ~ Administrative Assistant ~ Document Controller any suitable position, an environment where I can utilize my 16 years extensive experience with excellent Communication skills, office management, and organizational multi-tasking abilities including my IT knowledge & accounts knowledge

## **PROFESSIONAL PROFILE**

An efficient organized and approachable person who is always willing to help work colleagues out possessing fast and effective secretarial skills and having a strong administrative background with knowledge of the latest office management techniques capable task and management and coordinating duties of any leadership role with over 16 year extensive experience of supporting team to do better and to drive continuous improvements across a range of work activities having comprehensive understanding currently looking to join a suitable organization that reward hard work and offers good opportunities for my career development

## **CAREER EXPERIENCE KSA**

<b>Employee</b>	:	<b>China Railway Construction Corporation Co Ltd</b>
<b>Job Title</b>	:	<b>Secretary for Railway System Department</b>
<b>Duration</b>	:	<b>(6 years 4 months) from 4 May 2009 to 30 Aug 2015</b>

CRCC (China Railway Construction Corporation Co Ltd) Saudi Branch is the EPC contractor for Al Mashaeer Al Mugaddash Metro Project (MMMP Makkah Southern Line). This project is specially design for the service of Hajj pilgrims.

## **RESPONSIBILITIES INCLUDES**

- Preparing Daily, Weekly and Monthly Maintenance Reports Daily, Weekly and Monthly Check List
- Preparing RFI as per consultant site visit and attend Inspection with consultant & client
- Take over all the role of PSD Engineer and Keeping all kinds of report & records up to date
- Support all administrative work for the project management team
- Responsible for the administrative tasks and project management team support
- Management of all communication with the customer , letters preparation and agenda preparation
- Composed, typed, and distributed meeting minutes and agendas , routine correspondence, and reports
- Coordinate with all level colleagues, Project Directors, Project Managers other colleagues.
- Document Control: Incoming, outgoing correspondence: Registration, distribution, filing, maintaining both manual & Electronic (hard/softcopy) of all letters drawings, reports and others documents related to the project keep all record up to date
- High skills in using related computer applications and rapidly data entry and retrieve records and information.
- Prepare Purchase Request, for any materials / Items or office supplies needed by the Section
- Process expenses claims, overtime claims of staff
- Maintaining backup & files server system of all the documents.
- Maintaining file update contact list, creating O- chart, Flowchart, meeting minutes, monthly report, transmittals / Submittals as per superior's instructions.
- Co-operate with the other department such as IT, HR, Accounts, Document Control Centre.

<b>Employee</b>	:	<b>Le Meridien Towers Hotel-Makkah KSA</b>
<b>Job Title</b>	:	<b>Secretary for Sales &amp; Marketing Department</b>
<b>Duration</b>	:	<b>1 year (16.06.2008 to 02.05.2009)</b>

It is one of the best five star hotels in Makkah which has linked with Starwood chain. It comprises Guest Rooms, Diplomatic Suites, Princely Suites, and Royal Suites. Which covered by 8 Towers.

#### **RESPONSIBILITIES INCLUDED**

- Creating reports-Daily, weekly and monthly etc,
- Collected and coordinated the flow of internal and external information
- Maintaining and updating contact list, daily attendance, Timesheet leave Application etc.
- Maintaining the contacts of Guest, Client, Travel Agent / Group by sending MEMO, reminder, Offer Letters.
- Assist with all kinds of sales development effort with sales team, Reservation team, Managers, Directors Etc.
- Maintaining the stock of sales materials such as prospectors, book brochures etc.
- Dealing with the suppliers, making inquiry, Purchase request, Purchase Order etc.

<b>Employee</b>	:	<b>Consulate General of Sri Lanka- Jeddah KSA</b>
<b>Job Title</b>	:	<b>Telephone Operator &amp; Receptionist</b>
<b>Duration</b>	:	<b>1 year &amp; 6 months</b>

This mission is to support to Sri Lankan overseas employees and others such issuing visit visa etc also Representative for Hajj ministry in Jeddah.

#### **RESPONSIBILITIES INCLUDED**

- Answering & screening incoming phone calls.
  - Taking messages & deliver them to the right person.
  - Welcoming visitors & forwarding them to appropriate person/division.
  - Open, date stamp incoming mail (exception to opening mail is marked personal & confidential).
  - Distribute incoming daily mail, post & courier.
  - Make arrangements for all outgoing mail, parcels, courier & post.
  - Maintain an appointment calendar and schedule meetings for the Consul General
  - Work under pressure with manner of telephone answering technique few lines in a loop without complaints.
  - work with Labor & welfare division by inquiry, interview the public guide them in proper way to get the solution or fulfill their needs Consular department Renewal of passport,
  - Foreign ministry applying Birth certificate, Death certificate, translation Attestation.
  - Assist with the Travel Agency during Hajj Season.
  - Organizing Consul General Appointments.
  - Maintaining the in/out correspondence between ministry, governmental officials, and other consulates.

#### **WORKING EXPERIENCE IN SRI LANKA**

<b>Employee</b>	:	<b>National Accountancy</b>
<b>Job Title</b>	:	<b>General Clerk / Accounts Clerk</b>
<b>Duration</b>	:	<b>1 Year (29.08.1998-13.10.1999)</b>

One of a leading Accounting consultant in Kandy, Sri Lanka. Which providing with all taxation & accounts solution for all kinds of business including manufactures, supermarkets etc.

- Assist in preparation of Annual Income Tax, BTT-Business turn over tax, EPF-Employee's provident fund, ETF-employees Trust Fund
- Maintained Daily ledger, Profit / Lost Accounts, Balance sheet
- Accounting experience with technical administrative support and document management.
- Skill and experience in Document Control team, all kinds of Document Control activities.
- High proficiency in Document Control, IT tools, databases, and administrative procedures.

- Experience in Contracts Administration / Document Control, Records Retention and Records Turnover, Inventory, Closeout, Audits, Vendor Data Control & Library/Information Management / Document scanning, Information Security, Documents & Records Management.
- Ability to handle confidential, restricted, sensitive information in an appropriate manner and with the utmost discretion.

• <b>Employee</b>	:	<b>Apex High School -Kandy</b>
• <b>Job Title</b>	:	<b>Visiting Officer / Lecturer</b>
• <b>Duration</b>	:	<b>2 Years (05.11.1999 to 17.01.2002)</b>

• <b>Employee</b>	:	<b>METCOM Training Centre</b>
• <b>Job Title</b>	:	<b>Lecturer / Managing Director</b>
• <b>Duration</b>	:	<b>2 Years (14.07.2002 to 15.06.2004)</b>

### **EDUCATION AND QUOLIFICATIONS**

- Passed G.C.E (Advance Level) Examination 1998
- Passed G.C.E (Ordinary Level) Examination in 1995.
- Diploma in English Languages & Grammar with Literature
- Diploma in Computer Studies
- Diploma in Hardware Engineer with Networking
- Diploma in Web / Graphic Designing

### **OTHER ABILITIES**

- Highly focused and deeply committed to achieve Organizations Goals and Targets.
- Punctuality. Hard work, Obedience
- Ability to take responsibilities and flexibility in decision making.
- Excellent interpersonal, communication, influencing and negotiating skills.
- Ability of understanding, creativity and working without supervision.
- Knowledge of work procedures.
- Abide by internal rules and regulations.
- Skills of performing the required jobs.
- Teamwork and collaboration skills
- Ability to perform the work at the required level & work under high pressure.
- Loyalty and good keeping of properties.
- Respect of superiors, Colleagues, others, good conduct, personal behavior and moral
- Trouble shooting, error fixing in PC, as well as Printer, Scanner Copy machine, Laminating Binding Etc
- Professional Skills in Microsoft Office 2000/2003/2007/2010/2013.
- Practical and conceptual knowledge of IT Various Network, Operating System Installation, using latest tools and technologies