

Abdul Azeez Mohamed Azan

- 81/1/2, S.Mahinda Himi Mawatha ,Maradana ,Colombo-10
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Objective

To obtain the Program Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills

- Sound knowledge of administrative procedures, clerical practices, data management, and analyses
- Ability to prioritize, solves varied problems, multi-task, and performs under pressure
- Highly skilled in building relationships with internal and external customers
- Extremely proficient in Microsoft Office, PowerPoint, Excel Spreadsheets
- In-depth familiarity with different database applications
- Strong customer service, organizational, and interpersonal skills
- Able to maintain good relationships with co-workers, clients and management
- Ability to communicate orally and in writing
- Ability to do the work of the position under normal supervision
- Strong organization and multitasking skills

Professional Experience

June 2015 – Present

MPhil/PhD Programme, Faculty of Management and Finance, University of Colombo, Sri Lanka

Programme Assistant

- Handled routine secretarial duties, such as typing and filing.
- Received phone calls and visitors with courtesy and professionalism.
- Provided assistance in maintaining professional development folders and assist in registration for training.
- Ensured the usage of appropriate grammar in communication oral and written formats.
- Maintained records in an appropriate order and ensured office supplies.
- Participated in staff training as assigned.
- Handled event and program logistics.
- Managed liaison with event and program partners, vendors, and participants.
- Assisted in correspondence & communications and budget management.
- Managed marketing and participant recruitment.
- Assisted with program and event follow up, documentation and evaluation.
- Coordinated with the Executive Director and Program Director in a variety of other administrative areas.

2013 January -2015 June

Smart Choice (Pvt) Ltd, Licence No:1913, Colombo, Sri Lanka.

Data Entry Operator

- Perform general data entry using SAP, Microsoft Excel and Word.
- Input data into a variety of computer programs with pace and correctness
- Perform a wide variety of secretarial tasks in support of the business

- Answer phones and create notifications in the system
- Contact with internal and external customers
- Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit, and change
- Utilized scanner, copier, telephone, fax machine, and printer to perform tasks

ADDITIONAL CAPABILITIES

- Able to perform other clerical duties as needed
- Positive attitude and excellent interpersonal skills
- Demonstrated ability to maintain good manners and efficiency in routine professional relationships

Professional Qualifications & Skills

- Following Diploma in Software Engineering **at National Institute of Business Management**, Colombo.
- Following Foundation in Information Technology (FIT) at **ESOFT Metro Campus Colombo**.
- Completed Certificate in Graphic Designing at **Nenesala Institute, Kalmunai**.
- Completed Certificate in MS office at **Zonal Educational Office, Kalmunai**.

General Education Achievements

- Primary Education : Al Misbah Maha Vidyalayam.
- Secondary Education : Zahira Collage.
- Passed Grade 05 Scholarship in year 2003– 161 Marks (District -09)
- Passed G.C.E O/L with 4 A's, 3 B's and 2 C's in year 2009 (Including A passes for Mathematics and Health, B pass for English and Science)

- Completed G.C.E A/L in Biological Science with 3 S's in year 2012 (\$ Passes for Biology, Chemistry and General English).

Co and Extra Curricular Achievements

- Participated on Leadership training program under the Sri Lankan Islamic Student's Movement -2009
- Prefect in school (2009)
- President of A/L Group project team
- School Science Club Leader (2009)
- House leader in Education Regional sports meet 2012
- Participated in **English Day, Tamil Day, Social Day competitions** and won places

Non-Related Referees

Dr.AAC.Abeysinghe

Head

Department of Accounting

Faculty of Management and Finance

University of Colombo.

Mob:0771141977

Dr.K.Dissanayaka

Senior Lecturer

Department of Management and

Organizational Studies

Faculty of Management and Finance

University of Colombo.

Mob:0779206108

I do hereby certify that above mentioned details are true and accurate to the best of my knowledge.

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AAM.Azan