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A.H.M.HILMI

Summary

A successful Senior IT Administrator/ Marketing Executive with extensive analytical and software experience of investigating and diagnosing network problem and also knowledge of IT operating systems, especially Windows and windows server 2012 with good all-round technical skills and the ability to develop and maintain close working relationships with the other support and development teams. Having the personal drive required to deliver a service that exceeds the expectations of colleagues and end users through a positive, well organized and structured work ethic. Involved in developing marketing campaigns to promote the education service. As well as planning, advertising, public relations, event organization, product development, distribution, sponsorship and research. Mostly likes to take challenging and fast-paced. multi task team player.

VISION & OBJECTIVE

Contributing business value by developing and executing a strategic, long-term vision, while leading the ﬁrm to achieve measurable business results and growth, effectively managing the IT portfolio of investments.

Personal Information

Gender : Male

Marital status : Single

Age & Date of birth : 26/DOB- 15th of June 1989

Nationality : Sri Lankan NIC No : 891670508 V Languages spoken (fluent) : English, Sinhala, Tamil

Institutions Attended : Passara Tamil National College, (Sri Lanka)

IDM (Sri Lanka), E-Soft (Sri Lanka), TurnKey IT Training

**Career Achievements: IT**

Currently following BCS Diploma level At E-Soft

Successfully completed the MCSA 70-410 (installing and conﬁguring windows server 2012)

online examination (score- 745). currently studying 70-411

(Administering windows server 2012)

Successfully completed CCNA course in E-soft.

Successfully completed in computer hardware and networking course in IDM.

Successfully completed in computer diploma in ICT course in IDM.

**Present Job**

Currently working as the Senior IT/Marketing Executive at

FTMSGlobal Academy Lanka (Pvt) Ltd

**Previous Jobs**

Employed as an IT Executive at Gee Bees Designer Studio (June 2011-October 2013)

Manage my own business Computer hardware repairing and Networking

(November 2010-May 2011)

Keys Of Success

Highly organized and disciplined with a passion for Information Technology.

A positive, high energy team player.

Customer focused and keen on exceeding expectations. Having a passion for providing excellent customer service. Strong communication skill in three languages.

Analytical and Problem solving skills. Creativity skills

Organizational and interpersonal skills

Ability to cope with pressure and handle stress

Key Skills: IT

Knowledge of Windows 7,8 Desktop environment, windows server 2012 active directory. Work group environment.

Automate tasks wherever possible (backups, maintenance) Cabling and Networking, Level 1 and 2 Supports.

Knowledge in LAN technology, structured cabling, antivirus guard, installing computer

hardware software and troubleshooting and troubleshoot other IT Related issues.

Key Skills :Marketing

analyzing and investigating price, demand and competition devising and presenting ideas and strategies

Promotional activities

Compiling and distributing ﬁnancial and statistical information

Organizing events and product exhibitions monitoring performance

Managing campaigns on social media

Adaptability and Creativity

Good organization and planning skills, Communication skills and Good teamwork skills

**LEADERSHIP & COMMUNITY**

Was a Prefect at Passara Tamil National College.

Was an active member-Secretary of Literary Association of Passara Tamil National College

Was an active member of health club at Passara Tamil National College. Was a member of school sports club in Passara Tamil National College.

TAE KWON DO 1st Dan black belter; participated for Tae Kwon Do Tournaments.

Participated in school computer based competitions.

**SPORTS**

Represented College for Football and Basketball. Represented College Cricket Club.

TAE KWON DO Gold medalist in Uva Province in 2013. Represented Athletic Events for School and the Club Al asna.

**Academic Qualifications**

Passed G.C.E Ordinary Level Examination in 2006

Passed G.C.E Advance Level Examination in 2010

Successfully completed Computer Diploma in ICT Successfully completed Computer Hardware networking. Successfully completed Computer MCSA 70-410. Successfully completed Computer CCNA Course.

**Educational Qualifications**

Completed G.C.E (A/L) 2010 at PassaraTamil National Collage - Passara

● Tamil - C

● Economics - C

● Political science - A

● General English - C

**Reference**

Mr. Ruan samaraweera Manager E-soft monaragala .

Contact No. – 0718097111

Mr. Aslam Husein

Managing Director

Gee Bees Designer Studio. Contact No. – 0714343165

Residence – 0112564949

I certify that the above particulars are true and accurate to the best of my knowledge and assure you to do my best in case I am selected and offered an employment in your esteem organization.

Thank You, Yours Faithfully,

Mohamed Hilmi