**Mohamed Alavi Mohamed Nifaadh**

6, Harischandra Mawatha, Pamankada, Colombo 06, Sri Lanka.

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Email: nifaadh@gmail.com

**Profile Summary**

A highly motivated individual who enjoys facing challenging situations. Enthusiasm and a sound capability of grasping new concepts and principles very quickly have always been key strengths resulting in adaptability and devotion to work. Remarkable ability of communicating ideas and views in a convincing manner, have helped build up dependability as a team player and confidence amongst colleagues and Clients. Enable to accept challenging tasks easily.

**Work Experience**

***Lead Associate - WNS Global Services (Pvt.) Ltd – June to November 2015***

My scope of work covers the following:

* Clearing Suspense entries between Insurance Policy Accounts
* Preparing Monthly MI’s for the volumes performed by the team.
* Reviewing task’s performed by team, for the accuracy of work.
* Allocating work for the team and rotating work between team.

***Fund Administrator - HSBC Securities Services - May 2011 to June 2015***

**Achievements**

* Awarded One of the Super Star out of 2000+ employees for the 1st half of 2012
* Complements received from the Fund Accountant on Octagon Pan Asia Fund, Which is an investor on Singapore Jurisdiction.
* Complements received on the Pricing activities for the Income Partner Group, Which is an investor of Hong Kong Jurisdiction.
* Complements received from H3 Global advisors for streamlining the fund which is an investor of Australia Jurisdiction.

My scope of work covers the following:

* Reconciling Asian Hedge Funds which are with Prime Broker and Geneva (Accounting and Valuation Platform), for the Countries Hong Kong, Singapore and Australia.
* Identifying and resolving discrepancy between Prime Broker and Geneva.
* Being a SPOC on the Team for Transaction Lifecycle Maintenance (TLM) queries for uploading PB and reconciliations.
* Have conducted trainings on Systems, Funds and Best Practises to core team members.
* Responsible for providing system access and system / process training for new recruits.
* Being an Active member on the **Microsoft Excel solution group**.
* Have been to **Singapore** for a period of two **moths** (2) on a Migration for Work.
* Worked for Intertrend Marketing Services (Pvt) Ltd. An Authorized Business Representative for **Bharti Airtel Lanka (Private) Limited** as a back office for a period of one year.
* Worked as a **volunteer** for an INGO (International Non-Governmental Organization).

**Muslim Aid** Sri Lanka – www.muslimaidsl.org

* **Gains through volunteering**
* Field work experience in implementing community development projects.
* Obtained a basic first aid training from SLRC.
* Obtained leadership life & skills training from **LAUREL leadership & life skills academy**.

**Education Qualifications**

* Currently reading for **ACCA** (Association of Charted Certified Accountants) **Skills Level** and successfully completed the **Knowledge Level**
* Obtained the following results at the **G.C.E. (A/L) Examination** (2009).

|  |  |
| --- | --- |
| **Subjects Offered** | **Grade** |
| General English | B |
| Business Studies | C |
| Economics | S |
| Accounting | S |
| Common General Test | 77 |

* Obtained the following results at the **G.C.E.(O/L) Examination** (2006).

|  |  |
| --- | --- |
| **Subjects Offered** | **Grade** |
| English | A |
| Mathematics | B |
| Second language(Sinhala) | B |
| Health Education | B |
| Religion | C |
| Social studies & History | C |
| Business Studies & Accounts | C |
| Science & Technology | S |
| English Literature | S |

* Completed Diploma in Computer Hardware Engineering with Networking at Turnkey Computer Systems (PVT) LTD.

**Sports & Extra Curricular Activities**

* **Team sports & other Group events:**
  + Member of school under 17 Hockey team
  + Member of school under 15 Basketball team
* **Oratory -** I have been participated in school oratory competitions
* **Interact club -** Active member of the Royal College Interact Club and a Organizing Committee member of INTERACTION 2009.
* **Drama Society -** Member of Drama Society of Royal College.
* **Islamic Society -** Active member of Islamic Society of Royal College.

**Skills Acquired**

* **Computer Literacy**
* Fluency in Microsoft Office 2003, 2007 and 2010 (MS-Excel Advance skills)
* Fluency of Computer ERP applications, Softwares and Hardwares
* Fluency on Internet, Lotus Notes and Email applications
* **Language Literacy**
* Fluency in English, Sinhala and Tamil.

**Personal Details**

Date of Birth : 02nd June 1990

Gender : Male

Nationality : Sri Lankan

Marital Status : Single

School Attended : Isipathana College(1996-2000)

Amal International School (2000-2006)

Royal College (2007- 2009)

**References**

**Zameena Careem** **A.C Faizer Khan**

*Assistant Vice President Country Director*

HSBC Securities Services Muslim Aid Sri Lanka Field Office

HSBC Group Service Centre, # 9/2 Cooray Place Edirigoda Road

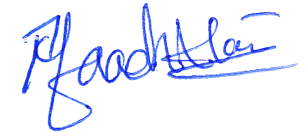
439, Sri Jayawardenapura Nugegoda

Mawatha, Welikada,

Rajagiriya.

0773184917 0773451541

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



22 March 2016

**M. A. M Nifaadh Date**