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**MOHAMMEDH YASEEN SAFWAN AHAMMEDH**

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**OBJECTIVE**

Is to coordinate all departments in an organization, and plays a crucial role in the running of business operations in an organization, ensures that all departments work cohesively while attending to various operational needs for each department, including customer relations, support for other departments and administrative responsibilities, such as compiling information.

**WORK EXPERIENCE**

**Innodata Lanka (Pvt.) Ltd. 2011 – 2012**

Innodata Lanka (Pvt.) Ltd. is an offshore BPO company with full certifications in ISO 9001:2008 standards. Innodata function as a fully own subsidiary of Innodata Isogen Inc., which is a NASDAQ listed incorporation in USA. Innodata Isogen provides business and technology services that help organizations create, manage and distribute information more effectively and economically. Solutions, combined with business process outsourcing capabilities, help clients realize significant cost savings, achieve better outcomes and compete more effectively in demanding global markets.

**Administration Assistant**

Job Description: who keeps the organization operating smoothly and Administrative personnel assume to the task of supporting other departments and providing documentation organization and product. The administrative staff is highly important in order to keep the other professional positionsfocused on their primary responsibilities.

* Duties and Responsibilities
* Approves/authorizes expenditures or actions for administrative operational needs, sometimes requiring higher signatures.
* Determines whether financial and internal controls are adequate to meet management objectives and makes recommendations for improvements.
* Counsels department staff on solving complex problems or issues regarding management or financial systems.
* Skill in planning, organizing and directing to meet organizational goals and objectives withanalyzing and developing effective solutions or organizational problems.
* Is Responsibilities and take care of Transport, General discipline, Security, Housekeeping, Gardening, Guest house, accommodation, hotel bookings etc.
* Manage and monitor the work flow of an office with authorized company monthly reports and charts relating to expenditure and administration with motivate staff in achieving best outcomes in administration.

**GTM Corporation (Pvt.) Ltd. 2012 – Present**

GTM Corporation is your answer for all your marketing and advertisement needs. GTM Corp specialize in developing complete market interaction plans to ensure your products are marketed in the most effective way.

**Sales &Operation Executive (Operations, Marketing, Administrative, Event Management)**

Job Description: An operation executive oversees all aspects of a company. Operation executives handle the hiring of other managers--such as those in sales, advertising and marketing--and typically report only to an executive board. They don't need to necessarily know how to perform all the tasks of all the other managers, but operation executives do need to make sure to put capable people in place.

* Duties and Responsibilities
* Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, and/or distribution of products.
* Manage staff, preparing work schedules and assigning specific duties.
* Sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
* Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
* Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
* Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.

**PROFESSIONAL QUALIFICATIONS**

* Following **Business Management Degree** at Open University NawalaNugegoda.
* Completed**Diploma in Business Management** at BritishBusinessCollege.
* Completed**Diploma in Marketing** at BritishBusinessCollege.
* Completed**Diploma in Human Resource Management** at LBS.
* Completed Industrial Training in Network Administration at Turnkey IT Training.
* Completed Diploma In computer Studies at Royal computer institute.

**COMPUTER LITERACY**

* Operating System: Windows, /XP/Vista/Windows 7
* 3D Max and Maya
* Microsoft Office
* Adobe Photoshop & Coral Draw

**SKILLS**

* Excellent verbal and Written communication skills in English
* Ability to maintain a confidential work environment
* Excellent liaison and negotiating skills
* Expertise in problem solving techniques
* Demonstrated ability to work on own initiative
* Effective time management skills
* Experience in working at all levels within the organization
* Demonstrated computer literacy

**OTHER ACTIVITIES**

* President of the School YESL (Young Entrepreneur Sri Lanka)
* Prefect at School 2006-2010
* Sectary of School Islamic Society
* Member of Islamic society.
* Senior member of English Literary Association
* Member of Tamil literary association.
* Member of Commerce foundation.

**ACHIEVEMENTS**

* Consistent Performance despite facing odd situations
* Garnered valuable knowledge at every stage of professional life

**GOALS**

* Become an asset of a company
* Deliver better Quality

**SPORTS ACTIVITIES**

* Represented the college cricket team.
* Represented the college football team.
* Member of the college athletic team.
* Participated in College Indoor Games

**PERSONAL PROFILE**

* Name in full MohammedhYaseenSafwanAhammedh
* Date of Birth 13th Of September 1991
* Religion Islam
* Marital Status Single
* Gender Male
* Nationality Sri Lankan
* NIC Number 912570843v
* Passport No N2844876

**NON RELATED REFREES**

M.S Faiser Ali L.L.B (Colombo) M.A MOHAMED AZAN

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I hereby certify that the above mentioned information is true and correct. My sincere thanks to you for the opportunity given to send my resume.

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Signature Date