**Curriculum vitae**

**Name in Full** : Mohamed Buhary Shaheerul Waaris

**Postal Address** : No. 17, Shams Al-Manzil, Horana Road, Eluwila, Panadura, Sri Lanka.

**Date of Birth** : 22-04-1980

**National ID No** : 801130500v

**Sex** : Male

**Nationality** : Sri Lankan

**Contact Number** :+94777826941, +94726957565.

**E-Mail** : [waaris786@yahoo.com](mailto:waaris786@yahoo.com), [swaaris@gmail.com](mailto:swaaris@gmail.com)

**Skype** : shaheerul.waaris

**School Attended** : Alaviya Muslim Maha Vidyalaya, Eluwila, Panadura, Sri Lanka.

**Educational Qualification**: G. C .E. (O/Level)

**Subjects Passed Grade**

English BTamil (Language) C

Sinhala (Second Language) C

Islam C

History & Social studies C

Mathematics S

Science S

Commerce S

**Certificate of Commendation Awarded**

**Best Performer of the Month** **“October 2010”** Team **Celtic Tiger.**

at “RR DONNELLEY”

**Best Performing Team** of **4th Quarter 2012** Team **Ottawa/Capita BSA** at “RR DONNELLEY”

**Other Qualifications** : Followed the following Professional, English & Computer courses

**Management courses**

* Diploma in Office Administration **“1st Class Passed” 2009**

Conducted by All India Institute of Management Studies

* Diploma in Banking Management **“1st Class Passed”2010**

Conducted by All India Institute of Management Studies

* Diploma in Human Resources Management**“1st Class Passed”** in **2011.**

Conducted by All India Institute of Management Studies

* Diploma in Psychology **“1st Class Passed”** in **2012.**

Conducted by All India Institute of Management Studies

**English courses**

* Diploma in English. **“Grade “A” Passed”**
* Diploma in English Level 01 **“Grade “A” Passed”** Conducted by Union Education Institute
* Spoken English (Primary Level II) **“Distinction”**,
* Spoken English (Intermediate) **“Distinction”**,
* Spoken English (Secondary) **“Credit”**,
* Spoken English (Advance Level) **“Distinction”**

Conducted by Royal Institute.

**Computer courses**

* Diploma in office Application (2007)**“Distinction”**

Conducted by IDM Nations Campus,

IDM Computer Studies (PVT) LTD.

* Computer Diploma Course

Conducted by Linkway English Institute

* Foundation in Information Technology

Conducted by AustralianHigh School

* Diploma in Desktop Publishing

Conducted by Asian Computer Systems

* Training Course in “Computer Data Entry Specialist”

Conducted by D.E.I. Computer Services (Pvt) Ltd Col 04

* English computer Typing (Typing Speed of 50 w.p.m.)
* Diploma in Computer Hardware Engineering with Networking

Conducted by Turnkey Computer Systems (Pvt) Ltd

**Working Experience** : I have working Experience of around 15 Years.

**1)**: I recently worked as a **“Marketing Specialist cum Administrator”** at **“Nahil Computers Company”** Dabbab Street, Sulaimaniya, P.O. Box 59205, Riyadh 11525. From 07.01.2013 till 18.12.2014.

**Work Responsibilities:** \* Handled **Saudi British Bank** **(SABB)** & **Saudi American Bank** **(SAMBA)** requirements for Computers, Printers, Servers & Accessories etc... Preparing of quotations, Invoices and handling all relevant issues pertaining to these Two accounts. I also handled Purchase request, Authorization, Stock control and New Stock number creation and Act as DGM’s secretary during the absence / Vacation of his secretary.

**2)**: I worked as a “**Senior Process Associate**” at “**RR DONNELLEY**” Data Entry International (Pvt) Ltd, No.05, Galle Road, Colombo 06. From 01st of March 2000 to 15th of Feb 2013.

**Work Responsibilities**: \* Bank of Ireland back office. Handled all kinds of Account Opening, Withdrawals, Transactions, Cancellation, Direct check A/C open and transaction and all kinds of queries through Online at RRD (B O I) Team.

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

Date: ………………. ………………………………

Signature