**Mohamed Niyas Mohamed Shafraz**



**NO.105/4, Uyanwatta, Dewanagala, Sri Lanka.**

**AGE 28 YEARS**

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**OBJECTIVE**

“To utilize the knowledge and experience gained throughout my career, to make a significant contribution towards organizational growth and customer excellence whilst achieving job satisfaction in everything I do”

**SUMMERY OF WORK EXPERIENCE**

**Having more than 7 years Sales and Administration experience in insurance industry.**

I am working at **AMANA TAKAFUL PLC** since **2007**

* Promoted as a senior Sales Executive on March 2015

 Transferred to Sales department as a Team Leader form July 2013

 Promoted as an Executive on accounts and administration on Jan 2012

 Promoted as a Junior Executive, accounts and administration on Jan 2010

 Promoted as a Junior Executive - Family Takaful- on Aug 2008

 Joined as a Trainee - Family Takaful on April 2007

Duties & Responsibilities as a Team Leader

* Handling a sales team consist of six sales personals

 Recruitment of sales agents to develop the business

 Filed coaching of sales agents

 Team building and development

 Motivating and guiding of sales agents to achieve the sales targets

 Assisting team members on sales appointment with high profile customers

 monitoring of team members performance

 Personal selling

 Group selling

 Executing business promotions

 Customer service of team portfolio

Duties & Responsibilities as an accounts and admin Executive

 Receiving all mode of payments from customer and Issue official receipts to the customers

 Petty cash management

 Banking and documentation

 Postdated cheque management

 Reconciliation of the pending policy transfers

Duties & Responsibilities as an accounts and admin Executive continued…

 Handling Walking customers (General & Family Takaful)

 Supervise the work of office assistant

 Working closely with sales team of the branch

 Attend sales personals issues and provide solutions

 Coordination with sales staffs, inert branches, head office, motor assessor and service providers of the company

 Follow up the branch general takaful outstanding payable by the leasing companies and individuals

 Generate and distribute the Life takaful Due report of sales team

 Correspondence with calls and email

 Handling overall branch administration

Awards & Achievements

 Won Best Team Leader Gold award for the year 2014

 CEO award winner for the year 2011

**SKILLS & COMPETENCIES**

 Knowledge of Marketing and sales Management

 Willing to adapt quickly to quick changes in direction

 Possesses Multi – Linguistic Communication Skills, i.e Sinhala, Tamil & English

 Excellent Team Player

 Possesses good leadership skills

 Excellent Interpersonal Skills

 Highly Motivated, Energetic and empathy

 Trustworthy and honesty

 Decision making ability in a challenging working environment

 Efficiency to work under immense pressure working environment

 Prepared to work hard, with sincere commitment to the responsibilities

 Well familiar with MS office, word, excel, power point etc.

**ACADEMIC QUALIFICATION**

 Passed G.C.E Advanced Level Examination (2005)

 Passed G.C.E Ordinary Level Examination (2002)

**PROFESSIONAL QUALIFICATIONS**

* Successfully Completed a **Diploma in Marketing** conducted by University of kelaniya Sri Lanka (Merit Pass)
* Successfully Completed **Higher** **Diploma in Marketing** conducted by University of kelaniya Sri Lanka.

**WORK SHOPS & Trainings**

 Successfully completed a workshop on “**Professional soft skills development**

**Training”** conducted by university of kelaniya Sri Lanka.

 Successfully completed a workshop on “**Developing Business for sustainable growth”** conducted by university of kelaniya Sri Lanka.

 Successfully completed a workshop on “**Team building & Communication**”

Conducted by TASK (Takaful Academy of Skills and Knowledge - Amana Takaful PLC)

 Successfully completed a workshop on **“Leadership Training”** conducted by YMMA Sri Lanka.

 Personal Grooming

 Time management

**PERSONAL DETAILS**

Religion : Muslim Civil

Status : Married

Nationality : Sri Lankan Date of birth : 10th July 1986

Passport No : N0965225

School attended : Nooraniya College.

**SPORTS ACTIVITIES**

 Played Foot Ball School level.

**EXTRA CURRICULAM ACTIVITIES**

 Member of the School Prefect board

 Member of YMMA

 Member of school education development committee.

**NON – RELATED REFREES**

 **Mr.M.Ali Azhar**

General Manager

The Computer City Private Limited,

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 **Mr. M.Marwan**

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

*Shafraz* 23rd Oct 2015

M.N.M.Shafraz Date