Dear Sir/Madam,

Please find the attached my Cv. i would like to applying for HR or admin assistant post if its unavailable please consider my cv for any suitable post.

I am expecting your positive feed back as soon as.

Thanks & Regards,

Shiyan Hassim



**OBJECTIVE**

To apply knowledge gained so far and to continuously learn new things for further improvement to become a person who can do much more than what you are expected.

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| PERSONAL DETAILS |

**FULL NAME :** Mohamed Shiyan Hassim **ADDRESS :** 128/04 Vauxhall Street, Colombo-02

**DATE OF BIRTH :** 16th May 1989 **AGE :** 26 Years **CIVIL STATUS :** Married **SCHOOL ATTENDENT :** Isipathana Collage, Colombo-05 **NATIONALITY :** Sri Lankan Malay **N.I.C No :** 891361483 V **PASSPORT No :** N3814721 **LISENCE No :** B140775D [**CONTACT No :**](Tel:-%200774220012) 0757393955 / 0113135199  **EMAIL ADDRESS :** Shiyanhassim@gmail.Com

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| **EDUCATIONAL QUALIFICATIONS** |

**G.C.E-O/L EXAMINATION-2005**

**Subjects Grade** Commerce & Accounts B Development Studies B Social Studies B English C Mathematics C Sinhala C Islam C Second Language (Tamil) C Science S Art S

**G.C.E-A/L EXAMINATION-2008**

**Subjects Grade** Bussiness Studies S

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| **WORKING EXPERIENCE** |

* I was worked **8th of March 2011** to **24th December 2012** as a **Customer Service Officer** at **Al Karim Overseas Consultants (Pvt) Ltd. Sri Lanka.**
* I was worked **26th of December 2012** to **13th April 2014** as a **Document Controller cum HR Assistant** at **PAT Engineering Enterprises. Doha Qatar.**
* Presently working **01th of November 2014** to **Up to now** as a **Operations Executive** **at  Aegis** **Services Lanka (Pvt) Ltd (Main client Bharti Airtel lanka (Pvt) Ltd). Sri Lanka.**

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| PROFATIONAL QUALIFICATION |

* Successfully completed the **Diploma in Air Marketing, Reservations, Fares /**

**E-Ticketing, G.D.S & Airport Operations**at **International Airline Ticketing Academy.**

* Successfully completed the**Certificate Course in Spoken English**at**London BusinessCollage.**
* Successfully completed the**Certificate course in English for Communication Examination** at **English Language Center of Colombo.**
* Successfully completed the **Certificate course in Kids Mega for 5th Stand** at **Next Systems (Pvt) Ltd.**

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| **SPORTS ACTIVITIES** |

* I’m member of School **Athletics Club, Foot Ball andHockey Teams**

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| **EXTRA CURRICULAR ACTIVITIES** |

* I’m very familiar with **M.S Word, M.S Excel, Photo Studio 5.5, Internet and Email**

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| LANGUAGES SKILLS |

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| **LANGUAGE** | **SPEAKING** | **WRITING** | **READING** |
| **English** | Excellent | Excellent | Excellent |
| **Sinhala** | Excellent | Excellent | Excellent |
| **Tamil** | Excellent | Good | Good |

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| **NON RELATIVE REFEREES** |

* Mr.AlauddinKanani,

Manager-Operations,

Al Karim Overseas Consultants (Pvt) Ltd,

No.17, Ground Floor,

Deal Place,

Colombo-03

Tel No: - Office: 0112564011, 011-2564117, 0112564118

Mobile: 0773085154, Fax: 0112564119

Email: -**alkarimoverseas@gmail.com/alkarim@eureka.com**

* Ms.M.S.N Zareena,

Director,

Al Karim Overseas Consultants (Pvt) Ltd,

No.17, Ground Floor,

Deal Place,

Colombo-03

Tel No: - Office: 0112564011, 011-2564117, 0112564118

Mobile: 0777942180, 0755599726, Fax: 0112564119

Email: - **alkarimoverseas@gmail.com/alkarim@eureka.com**

I certify that the above particularare true and accurate to the best of my knowledge.

**……………………**   **…………………..…..**

**Date Signature**