

Mohamed Shafan Nazim

Administrative Supervisor



Highly enthusiastic, tech-savvy and passionate individual with 10+ years of experience in Graphics Designing & 3D Generalist works, 6+ years of experience in Web Developing.

✉ contactme@shafannazim.com

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📍 Colombo, Sri Lanka

🌐 www.shafannazim.com

AREAS OF EXPERTISE

Knowledge of Computer Hardware

HTML, CSS, Javascript

Linux & Windows Server

Deploy & Maintain Websites

Adobe Creative Cloud

MS Office

Blender

WORK EXPERIENCE

Administrative Supervisor

Ventra FZCO

12/2021 - 12/2022

- Setup & maintain an Online ERP system for the company
- Maintain Amazon & Noon seller accounts
- Maintain Facebook Page & run ads.
- Digital designing works (letterhead, name cards, employee ID cards, brochures)
- Keeping company accounts & working closely with auditors
- Maintaining company's online bank accounts

IT Executive

Ewing Associates (Pvt) Ltd

01/2016 - 12/2021

- Installing and configuring computer hardware, software, systems, networks, printers, and scanners at 3 locations the company has shifted since 2016
- Install & Maintain proprietary softwares company uses on all machines.
- Setup Network storages & servers with restricted access (Windows & Linux).
- Monthly checkups & troubleshooting of all systems
- Install CCTV systems & setup remote access
- Creating scripts & tools as per in-house needs (Python/C++) / Creating MS Excel templates for specific usecases
- All Graphic Designing works (Name Cards, ID tags, Paper Ads, Social Media Posts etc)

EDUCATION

BSc. In Information Technology *(discontinued after 2nd year)*

Sri Lanka Institute of Information Technology

Schooled

G.C.E O/L (2011) | G.C.E. A/L (2014)

Royal College, Colombo 7, Sri Lanka.

REFERENCES

A.S.A Mohideen

Director | Ewing Associates (Pvt) Ltd.

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A.M. Zabith

General Manager | Ventra FZCO.

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