Mohamed Shafan Nazim

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.

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Skills & Qualifications

- ⊘ 6+ Years experience with web development
- ⊘ 10+ Years experience with graphics designing & 3D
- ⊘ Extensive knowledge in API & Database Design.
- ⊘ Ability to learn new technologies quickly

Tech stack

| Computer Hardware & Networks | Html, CSS, JavaScript | NodeJS, React, Express |

| MongoDB, MySQL | Deploy & Maintain Websites | Blender | MS Office |

| Adobe Creative Cloud (Ps, Ai, Ae, Pr) |

Work History

💼 ACCOUNTS ASSISTANT / ECOMMERCE MANAGER | SUGUNA TRADERS (PVT) LTD

🌐 Sri Lanka   📅 Mar 2023 - Present

Hired as Accounts Assistant and also managed comapany's online sales.

- Assisting internal accountant & working closely with External Auditors
- Maintain Online Sales (Daraz & own e-commerse site [opencart])
- Photoshoots of new items, designing promotions/ads on social media
- Troubleshooting any network retaled issues

Currently in-charge of initial setups of the retail outlet of the company "THE HARVEST" at Dehiwala.

💼 ADMINISTRATIVE SUPERVISOR | VENTRA FZCO

🌐 United Arab Emirates   📅 Dec 2021 - Jan 2023

Hired as the first employee at the initial stage to setup all IT related needs. Eventually became Administrative Supervisor, in-charge of all online related activities.

- Setup & maintain an online ERP system for the company. (ERPNext Cloud Hosting)
- Maintain Online Sales (Amazon & Noon Seller accounts)
- Maintain Facebook/Instagram Page.
- All digital designing works (letterhead, name cards, employee IDs, brochures etc.)
- Maintain company bank account & work closely with external auditors.

💼 IT EXECUTIVE | EWING ASSOCIATES (PVT) LTD

🌐 Sri Lanka   📅 Jan 2016 - Nov 2021

Hired as the company's IT Executive to manage 12 employees' machines, printers & CCTV system.

- 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)