

MUNTHAJ BEGUM FAKURDEEN

Address: No. 4/3, Malwatta Kiththamparuwa, Wellampitiya, Colombo, Sri Lanka.

Mobile # +077 3504 404, E-Mail: munthajb62@gmail.com

Linkdin : <https://shorturl.at/15zBD>

GitHub : <https://github.com/munthajb62/AAM-coding>,

<https://github.com/munthajb62/Brick-Challenge>

HIGHLIGHTS

-
- **3YRS OF EXPERIENCE IN ASSISTANT ADMINISTRATION**
 - **12YRS OF EXPERIENCE IN TUTOR (Home based - both physical and online)**
 - **3 YRS OF EXPERIENCE TRANSLATOIN & TYPE SETTINGS BOTH SINHALA TO ENGLISH AND ENGLISH TO SINHALA**

Professional Profile:

- Administration experience with Prima Ceylon Ltd.
- High-performing teaching with expertise in IT, Sinhala, Science and Mathematics to maximize students results in students centered learning environment – Home base.
- Experienced in using e-books. Working on projects- books translation, typesetting, amendments, proofreading & printing under professor ACM Fazlul.
 - World's End & Islaam – Sinhala/2013/206pgs.
 - Book of Covid 19 -English/2020/171pgs.
 - Arabic book – 1 - Science fiction/English/2021/903pgs.
 - Ayurvedical Medicine – Sinhala/2022/212pgs.
 - Arabic book - 2 - Science fiction/English/2022/415pgs.
 - The Anatomy of The Body. - English (doing amendments)
- Explaining each and every organ separately under each organ e.g.: eye, tong, skin, nail, liver, blood & blood groups..... After that explaining the systems e.g.: skeletal, immune, gastro, genetics, virology.... these also line it in alphabetical order.
- Arabic book - 3 - Science fiction/English/2023/581pgs. (on proofreading)

Summary of skills:

- Ability to set goals and work towards achieving them with self-confidence and a never give up attitude.
- Capable of working both individually and as a member of a team-Excellent Inter personal Skills
- Demonstrated commitment to continuous improvement through flexibility and creativity.
- Energetic, Hardworking, methodical approach to responsibilities, highly flexible and adaptable to changing organizational needs.
- Ability to establish and maintain effective and productive working relationships, both internal and external, with colleagues, customers and decision-makers.
- Pro-active and confident in taking decisions.
- Sharp Listener and an effective communicator.
- Motivated, highly organized with a friendly and positive attitude.

Asst. Sales Administrator

- Developing Presentations if and when needed
- Handling Reports (Internal & Government)
- Handling Customer & Item Data Bases
- Handling debit customers
- Handling Files

Tutor

- Digital Teaching -power point
- Using AI In Teaching
- Online classes -Zoom
- Developing curriculum. (Primary IT for both Sinhala & English medium)
- Developing, Analyzing & making conclusion on survey reports to understand the Parental involvement in Education and Child Psychology Survey
- Maintaining an effective classroom behavior management.
- Handling classical conditioning.
- Guiding and counselling students and parents

Translator/Typesetter/Printer

- Translating books both English to Sinhala & Sinhala to English.
- Typesetting in both English and Sinhala.
- Proofreading Sinhala & English.
- Printing A4 size through inkjet only & binding

Computer lab instructor

- Observing & guiding student at the practical session

Academic Qualifications

General Certificate of Examination (Advance Level) **Bio - Science** in 1998.
(Sinhala Medium, Marks 188)

<u>Subject</u>	<u>Grade</u>
Botany	C
Zoology	S
Chemistry	S
Physics	S

General Certificate of Examination (Ordinary Level) in 1994

• Mathematic	D	• Science	C
• English	D	• Social Studies	C
• Sinhala	D	• Arabic	C
• Islam	D	• Tamil – OPT	D
• Commerce	D		

- **Diploma in Teaching** at UCAGS-DTT online-2023 (Batch No 01 & Student ID UC/UNIP/0593)
 - ✓ Online Verification Code: UCDP05132 - Final Grade A
 - ✓ Centre Name: Universal College of Applied & General Studies

Subjects Offered

Principles of Education	Certificate Number:
Child Psychology	GLH:
Educational Psychology	Use of ICT in Teaching
Physical and online teaching	Assessment Methodologies
Educational Guidance and Counselling	Curriculum Development
Candidate Name:	Professional Development for Teachers
Candidate Number:	How to become a Celebrity Teacher

- **Gatehouse Awards** (UK Regulated Qualification) | 21st August 2025
 - ✓ Achieved a recognized international qualification in English language and communication skills.
 - ✓ Demonstrated advanced competency in reading, writing, listening, and speaking aligned with CEFR standards.
 - ✓ Strengthened workplace and academic communication effectiveness through certified training.

Credential URL : <https://shorturl.at/pl5Sg>

Award Date: 21/08/2025

Candidate Number: BPC04618

Certificate Number: 2025/GA/08409

GLH: 200

Computer proficiency

- PEARSON BTEC IN HND COMPUTING -2024 (Specialist- Data Analytics) (BCAS STID – 1030817)
 - ⊕ Professional Practice - P
 - ⊕ Database Design & Development (drawio) - M
 - ⊕ Programming (Java, C++, IntelliJ) - P
 - ⊕ Networking (Cisco Packet Tracer) - P
 - ⊕ Security - D
 - ⊕ Data Analysis (Python) - D
 - ⊕ Big Data Analysis (Tablue) - M
 - ⊕ Planning a Computing Project (Project Libre) - M
 - ⊕ Advanced Programming for Data Analysis (R, Python, RStudio) - D
 - ⊕ Business Process Support (Power Bi) - D
 - ⊕ Machine Learning (Python, KNIME Workflow, Matplotlib, Visual Studio Code) - Pending
 - ⊕ Computing Research Project (Project Libre, AI tools) -M
 - ⊕ Internet of Things (tinkercad, Blynk, wokwi, Arduino IDE) -
 - ⊕ Applied Analytics Models -
 - ⊕ Fundamentals of Artificial Intelligence & Intelligent Systems - Pending

- **Amazon Web Services (AWS)** – Summit India Online 2025 | June 26, 2025
 - ✓ Badges Earned: Attendance • AWS Summit Champion • Spotlight Star
 - ✓ Developed knowledge in cloud computing, AI/ML, DevOps, and data analytics using core AWS tools like EC2, S3, Lambda, RDS, and CloudFormation.
 - ✓ Recognized for active participation, innovation, and technical leadership.

- **AiForAll -The Gen AI Accelerator Pro program - Cohort 5 - <https://sl1nk.com/j0pRM>**

Course Modules Completed:

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Gen AI Basics and Prompt Mastery ✓ AI-Powered Writing Systems ✓ Personalizing AI for Smarter Outputs ✓ Gen AI for Research, Writing, & Presentations ✓ Build with AI: Creating Smart Tools Without Code ✓ Social Media in the Age of AI | <ul style="list-style-type: none"> ✓ Strategies To Create Content ✓ Gen AI For Voice Agents ✓ Gen AI For Image Generation ✓ Productivity 2.0: How to Work Smarter in the Age of AI ✓ Gen AI For Video Generation ✓ Build Trust with Scale at AI |
|--|---|

- Oracle 9 i at the SSI in Colombo. -2002 (Batch Code OR4 010072 & Reg. No Kol OR4 050300449)
+ Programming with SQL and PLSQL

- ACS Examinations in IT (Australian Computer Society) 2001/2002
Institution – IDM Reg. Number - SLID 15771

<u>Subject Offered.</u>	<u>Ranked</u>
System Analyzing.	70 Marks (Pass)
Fundamentals of IT – Paper 1	Pass
Fundamentals of IT – Paper 2	Pass
Programming in Java.	

- A Diploma in Computer Studies at the Gamini Dissanayake Institute of Technology and Vocational Studies in Kandy (year 2000) – English medium “D” Pass.

Subjects Offered

- Introduction to computer
 - Programming technique.
 - Page Maker.
 - Fox Pro.
 - Visual Basic.
 - MS – Word.
 - MS – Excel.
 - MS - Dos
 - MS – Windows.
 - Macromedia Flash 4.
 - MS – Power Point.
 - Internet programming
 - MS – Access.
 - Corel Draw TM 9.
 - HTML.
 - Developed project assignment for Order Processing System.
- Computer Basic & Dbase Diploma (Including Business Application) for programmer (1999) at the I.R.E.T Computer Institute ACAL System (Pvt) Ltd. at Rajagiriya. Ranked by “C” pass.

- **Extracurricular Activities**

- School Captain in 1996/1997.
- I was a “Best Researcher” of Orienteering Competition (1997) at Hanthana – Peradeniya. (Organized by the Kandy, Young Leaders Circle for all schools in Kandy district)
- Have participated & got place in Meelad – Un Nabi Competitions at school & for the district events.
- Have got championships in several times at the school sports – Meets.
- Have achieved academic achievements at the school prize giving.

Languages

- Excellent command of English, Sinhala, Tamil & Urdu.

Personal Profile

Date of Birth	: 21 st July 1978
School attended	: Badi-Ud-Din Mahmud Girls College - Kandy
Marital Status	: Married
Nationality	: Sri Lankan

Non-Related Referees

Mr. N. M. Ameen
Senior journalist and President of the
Muslim Media Forum
Chairman of Sri Lanka Muslim Council
41/2, Vijitha Road, Nedimala, Dehiwala,
Sri Lanka.
muslimmediaforum@gmail.com
(+94) 0772 612 288

Mr. Ranjan Amarasinghe
Principal at Prima Training
Center Prima Ceylon Ltd.
Rajagiriya.
(+94) 777 418865

I hereby certify that the above particulars furnished by me in this application are true and accurate to the best of my knowledge.

Thanking You.

Yours Faith fully,

F.M. Begum