Aqeel

**Personal Statement**

I am a highly enthusiastic individual who can accept a challenge in any new environment. Being a team player and quick learner has greatly assisted me in adhering to and keeping abreast with developments and changes in the business and economic environment.

I sincerely believe I am a good prospect to an employer who is willing to take a chance on my energetic, honest, hardworking, disciplined and reliable demeanor. My foundations include a stable family background and good basic education and moral character.

**Education**

* GCSE –Ordinary Level (Edexcel International - UK)
* BTEC HND in IT (Edexcel-UK) at the British College of Applied Studies.

**Other Professional Qualifications**

* Computer Hardware - at Turnkey IT Solutions.
* HND in ICT Networking at the British College of Applied Studies (Colombo – Sri Lanka).
* Diploma In Shipping and Logistics. (IOEUK Colombo).

**Work Experience**

2015 – to -- Date **Stores Executive** at BSV Shipping and Logistics L.L.C UAE

Job description includes arranging and cataloging the goods for storage. Arranging transport and loading/unloading for goods, Managing/Reporting costs for goods in storage. Also arranging and managing and accounts related to storage.

2013 – to – 2014: **Office Manager** at Ace Com (Pvt) Ltd. Colombo Sri Lanka.

Primary job description being, forecasting daily sales requirements per demand and ensuring timely availability of Desktop Computers, laptops , printers and various computer peripherals required by the sales department.

Other

* Monitoring stock movement on a Daily and Monthly basis.
* Sales support for existing customers.
* Managing Invoicing System and Payment System (Financial Reports).
* Re-order levels and Adhoc demands.
* Purchase of new stock / lead time to Support Sales.
* Returns and Testing
* Managing and disposal of obsolete stock.

2012 – 2013- **Auditor** - Sri Lanka - Department for Halaal Certification.

Inspection of following areas for certification and approval required by the Department of Halaal certification – Sri Lanka.

* On site inspection of valid Ingredients and end product.
* Spot checks on conditions and compliance implemented in different eateries in the food industries around Sri Lanka.

2008 – 2009 -**Medical Transcriptionist** - John Keels Holdings Ltd

* Job description included voice recorded medical data into readable format the facility being outsourced by AuxiCogent Lanka which is a subsidiary of John Keels Group of Companies.

**Computer Skills**

* MySQL, MS office, Photoshop CS2 - CS3, Open Source software packages.
* Working with Open Source operating Systems like Ubuntu, Fedora, Kubuntu, and many other flavors of both desktop and server edition.
* Installing and configuring open source packages and Microsoft based software.
* Installing and configuring new operating systems open source, and Microsoft desktop and server edition.
* Touch typing with an excellent speed.

**Other Interests**

Table Tennis

Foot Ball

Music and Singing

Photography

**Personal Details**

* + DOB 25-09-1990

**Job Seeker First Name / CV No: 1714464**

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