** Name:** Mohamed

 Mohamed.288252@2freemail.com

**Personal statement**

* Clear focus on assigned job tasks and service. Determine priorities and achieve scheduled deadlines and interested in sharing my knowledge, skills in a reputed organization keen in learning and Positive, energetic, focused and eager to further develop existing business skills.

**Work Experience**

Administrative Assistant: 2014-2016at Starlink Holdings.

(No- 142- 3/2 Third Floor, First Cross Street, Colombo-11, Sri Lanka)

**Duties Included:**

* Sort and distribute incoming emails to fellow staffs and dealers regarding the shipment of goods and also to dispatch outgoing mails.
* Answer telephone enquiries from customers and attend the dealers when they visit the company.
* Ability to type and edit import documentation, business letters, reports and office memos simultaneously proofread them.
* Ability to operate a range of office machines such as photocopiers, computers and fax while also filing papers and documents such as import document details of each shipment and managing and sorting the invoices of goods sold.
* Ability to perform other duties such as banking,
* Arranging hotel and travel accommodation for managers.
* Helping to organize events.
* Writing up the minutes of meetings.
* Assisting other members of staff in their administrative duties.

**Personal Skills and Competences**

* Ability to work as a part of a team or individually
* Ensuring confidentiality at all times
* A quick learner
* Familiar with customer relationship
* Able to react quickly and effectively when dealing with challenging situations.
* Able to work in a fast paced environment with extreme multi-tasking.
* Able to work independently on projects requiring research and preparation.
* Communicating effectively and professionally with a wide range of people.
* Ability to work under pressure.
* Ability to remain calm in stressful situations.
* Calendar scheduling
* Reception services

**Education and Qualification**

**2014-2015 (Louise Preston)**

IATA UFTAA foundation

**2013-2014 (Sri Lankan Institute of Marketing)**

Preliminary certificate in marketing

**2013 (Oasis International School, Sri Lanka)**

6 I.G.C.S.E London Ordinary Level Examination – Accounting, Business Studies, Economics, Mathematics, Information Technology, English language and literature.

**Personal Details**

**Gender:** Male

**Date of Birth:** 25th of January 1997

**Nationality:** Sri Lankan

**NON REALATED REFFEREES**