**Curriculum Vitae**



Fawzan

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Personal Details

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| --- | --- | --- |
| AGE | : | 25 YEARS OLD. |
| DATE OF BIRTH | : | 1991-OCT-06. |
| MARITIAL STATUS | : | SINGLE. |
| GENDER | : | MALE. |
| NATIONALITY | : | SRILANKAN. |
| SCHOOL ATTENDED | : | ZAHIRA COLLEGE COLOMBO - 10 SRI LANKA. |

VISA STATUS : Own Visa (Residence - Employment).

**Job Profile**

* BIT Bachelor of Information Technology with nearly seven years of experience in following industrial and corporate environment with hands on experience as,
* IT Manager / Administrator.
* Customer care service.
* Online social media management.
* Sales Executive cum Office administration.
* Quality assurance executive.

**Working Experience**

**Sri Lanka**

* Worked as IT Administrator in Mind4 Integrated Solution Advertising Firm. Colombo, Srilanka. (2009 Feb – 2012 Dec )

Duties and Responsibilities

* Maintaining Production, Art, Accounts, Management Unit’s Computers and data's.
* Hardware, Networking and Maintaining Network Environment.
* Troubleshooting Computers, Printers etc ...
* Responsible for Purchasing IT Products for Company.
* Office administration and paper works.

**UAE - United Arab Emirates**

* Worked for two companies as a Assistant administration manager cum IT manager in City Travel Point L.L.C and Zecco Commercial Brokers L.L.C. (2013 Jan - 2014 Jun)

Duties and Responsibilities

* Maintaining all Computers and data's of Companies.
* Responsible for Purchasing IT Products for Company.
* Networking and Maintaining Network Environment.
* Troubleshooting Computers, Printers etc ...
* Technical Support.
* Office admin works.
* Assistant management to entire unit of brokers and traders.

**Sri Lanka - United Kingdom**

* Worked for Inbay U.K United Kingdom London based company's global customer care center for a one year quality assurance and IT data audit project (2014 August - 2015 August)
* Level 1 Customer support executive.
* Handled L1 issue tickets.
* Hand on experience in Autotask.net.

**United Arab Emirates**

* worked for two companies as a Online social media manager / Executive of sales for Q - Mobiles UAE and Sofltlinks mobiles and computers. (2015 October - 2016 July)

Duties and Responsibilities

* Online social media official accounts management. ex- facebook / twitter / Google+ etc...
* Websites designs, websites management and updates.
* Online advertising and campaigns.
* Executive of sales team**.**

**Personal Abilities and Skills**

* Reliable and Responsible.
* Innovative and Able to Develop New Ideas.
* Able to Work as a Team or Individual.
* Convincing Skills with a Logical Mind.
* Strongly Committed to Assigned Task.

**Academic Educational Qualifications**

* BIT - Bachelor of Information Technology. SLIIT Srilanka.

Sri Lanka Institute of Information Technology.

* Passed G.C.E O/L (Ordinary Level) (2007).
* Passed G.C.E A/L (Advance Level) (2010). Zahira College Colombo Srilanka.

**Professional Educational Qualifications**



* MCTS - (Microsoft Certified Technology Specialist 70-680).

Turnkey IT Training. Bambalapitiya Colombo 03, Srilanka.

* MCITP – (Microsoft Certified IT Professional)



(Server Administration Windows server 2008 R2).

NLP Tech Institute. Bank Street Bur Dubai, UAE.



* CCNA (Cisco Certified Network Associate) Version 2.

NLP Tech Institute. Bank Street Bur Dubai, UAE.

* Higher Diploma in Access Program of Information Communication Technology in

BCAS. British College of Applied Studies. Wellawatte Colombo 06, Srilanka.

* Specialization in Computer Hardware Engineering and Network Engineering.

BCAS. British College of Applied Studies. Wellawatte Colombo 06, Srilanka

* Diploma in Industrial Training in Windows Network Administration.

Turnkey IT Training. Bambalapitiya Colombo 03, Srilanka.

**Extra Curricular Activities**

Cub Scout - Junior Section Scout - Senior Section

Zahira College, Zahira College,

Colombo 10. Colombo 10.

* Organizer in Organizing Committee of 1st Annual International Research Symposium of Pioneer Institute of Business & Technology (PIBT) Colombo - Srilanka.