Rishad

[Rishad.339835@2freemail.com](mailto:Rishad.339835@2freemail.com)

**Personal Attributes & Interests**

## 

## **I am looking forward to join in an organization to pursue a successful career by utilizing my skills and knowledge to the maximum extent with full potential. I am confident that I can achieve a level of performance which is nothing short to perfection of organization and that your organization would provide the scope for such a growth and development in my career.**

## 

**Working Experience**

* **I have recently worked in Sharaf DG L.L.C in UAE as office admin assistant from 2013 to December of 2015**

* **Job Responsibilities**

* + - Handling general administration tasks.
    - Prepare and modify documents including correspondence, reports, drafts, memos and Emails
    - Maintaining sales reports and inventory documents as per company policies.
    - Providing documents and reports for clients and staff
    - Checking mails, replying on and follow up
    - Keeping communication with staff, higher authorities and clients
    - Maintaining documentation tasks using ms office package and accounting packages

* **Worked as an Administrative Assistant cum IT helpdesk from 01st September/ 2008 to 07stDecember 2012 in Lyceum International School Private Ltd Sri Lanka.**
* **Job Responsibilities**
  + - Provide general administrative and clerical support including mailing, scanning, faxing and Copying to management
    - Prepare and modify documents including correspondence, reports, drafts, memos and

Emails

* + - Maintain office supplies for department and maintaining document files for future use.
    - Installing and configuring computer hardware operating systems and application
    - Talking staff or clients through a series of actions, either face to face or over the telephone
    - To help set up systems or resolve issues
    - Troubleshooting system and network problems and diagnosing and solving hardware or Software faults
    - Supporting the roll-out of new applications

## **Professional Qualification**

* Diploma in Computerized Accounting (Quickbook,MYOB,Accpack,Tally)
* Diploma in ICT Application at IDM Pre University College.

**Other Qualification**

* I have participated in Intel Retail Edge Online Program and certified with Professional level of the program.
* I have participated in Apple Sales Training Online Program and certified with Gold level of the program

**Language Skills:**

**English, Hindi,Tamil,Sinhala**

* **Fluent in using ms office packages and computerized accounting packages**
* **Ability of working under pressure**
* **Collaboration and great team work skill**
* **Ability of using ERP System**

## **Academic Qualification**

* **I** have sat for **GCE Advance Level** **Examination of Sri lanka exam department** in **2005**, passed examination with following

Achievements

**Economics ; A**

**Business Studies ; A**

**Accounting ; C**

* **I** have sat for **GCE Ordinary Level** **Examination Sri lanka exam department** in **2001**, passed examination with following Achievements

**Distinction passes ;(A) - 2,**

**Very good pass ;(B) - 3,**

**Credit pass ;(C) - 3**

## **Personal Details**

* Religion : Islam
* Marital Status : Single

**I hereby declare that the above particulars given by me are true & accurate to the best of my knowledge.**