|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mohamed

|  |
| --- |
|  |

 |  |

|  |
| --- |
| *Dear Sir/Madam,**I am writing to apply for the post of Assistant at your prestigious firm. I enclose my CV for your information.**As you can see, I have had work experience in environments, that had given me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.**I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like yours.* *I would be grateful if you would refer my CV for any possibilities as I am ready to take up**Yours sincerely* |

 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mohamed **Mohamed.370039@2freemail.com**

|  |
| --- |
| ObjectiveSeeking a challenging position to enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment. |
| Key Skills & Strengths * Well-disciplined presenter, with curiosity in learning new things
* Possess Analytical skills and Problem solving skills
* Excellent time-management: Well organized, Ability to handle multiple tasks and assignments
* Excellent communication skills Optimistic character
 |
| -Date of Birth : 09/12/1992.-Gender : Male.-Civil Status : Single.-Nationality : Sri Lankan. |

 |

|  |
| --- |
| ExperienceSK International (PVT) LTD (Colombo, Sri Lanka)**Assistant Network Administrator.**Provided technical support for hardware/software configurations and applications.Administered and supported local/LAN printers, LAN IDs in Novell, CCTV Administered/provided troubleshooting for Lotus Notes and MS Outlook.Utilize Remedy for call logging.CCTV (IP camera) installation (NVR/DVR with net view) .Creating network firewalls.Planning and implementing IP TV solutions.VoIP system for industrial and domestic users.Analyze and isolated issues.Monitoring network to ensure security and availability to specific users.Evaluate and modify system performance. Identify user needs.Determine network and system requirements.Implementing latest wired and wireless technology.Assign routing protocols and table configurationAssign configuration of authentication and authorization of directory services.Maintain network facilities in individual machines, such as driver settings of personal computers as well as printersAdminister servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smart phones, software deployment, security update and patches.2013-January to 2013-AugustSifani Jewelers GROUP of Company (Kandy Sri Lanka)Database Administrator Assisting in database design.Updating and amending existing databases.Setting up and testing new database and data handling systems.Monitoring database efficiency.Sustaining the security and integrity of dataCreating complex query definitions that allow data to be extracted.Training colleagues in how to input and extract data.TAJ –SAMUDRA Hotel (Colombo, Sri Lanka)Junior Network AdministratorDate: - 2012-March to 2012 December Provided technical support for hardware/software configurations and applications.Administered and supported local/LAN printers, LAN IDs in Novell.Administered/provided troubleshooting for Lotus Notes and MS Outlook.Utilize Remedy for call logging.CCTV (IP camera) installation (NVR/DVR with net view) .Creating network firewalls.Analyze and isolated issues.Monitoring network to ensure security and availability to specific users.Evaluate and modify system performance. Identify user needsDetermine network and system requirements. |
| EducationG.C.E. (Ordinary Level): Year 2008G.C.E. (Advanced Level): The year 2011 – Commerce Stream Completed Cyber Security at Circa ColomboCompleted Network Administration at IBS KandyCompleted Java Computer Programming in Net Assist ColomboProficient in MS-Office Especially in Excel and WordDiploma in Hardware, Networking, Web Designing |
| leadership* Team leader of ‘Worries volleyball club’
* Chairman of ‘Young star Sports club’
* Was Member of the champion teams of district level volleyball youth club Sri Lanka
 |

 |
|  |  |