|  |
| --- |
| **M0HAMED IZZATHULLAH**  [**Izzathullah-392296@2freemail.com**](mailto:Izzathullah-392296@2freemail.com) |

|  |  |
| --- | --- |
| **Personal Details**  DOB : 17/12/1975  Religion: Islam  Nationality: Sri Lankan  Status: Married  **Language**:  English  Hindi  Sinhala  Malayalam | Abridge  Result-Oriented, adaptable, self-motivated and multilingual service professional with good multi-tasking experience. An avid learner and a strong team player, with competitive oral and written communication skills. |
|  |
| **Academic Qualification** |
| * High School   Passed G.C.E Advance Level at Zahira college Matale -Srilanka  (Graduated May 1988)   * Completed Pre-grades. 1970-1981   Zahira college Matale,Srilanka |
|  |
|  |
| **WORK EXPERIENCE**  **1. SAUDI-OGER LTD**  **Operation and Maintenance**  **(Personnel Administration controller)**  **Saudi Arabia - from 12.01.1990 to 11.08.1994**   * Payment Sheet- preparation of payment sheet for vacation,Resignation,Termination,End of contract, Dismissal and Termination during probation period employees. Also preparation of payment sheet for employees who are eligible for housing and furniture allowance, school fees, Air ticket reimbursement and medical expenses reimbursement. |
| * Preparation of monthly time sheet summary which required the following information and forward to head office in Riyadh to enter in the computer * present work days, absent without excuse, paid and unpaid vacation, sick leave, work accident, paid day off and actual days worked. * Preparation of monthly pre-pay roll requirements: to receive time cards from all the units on the 19th of every month. * To check the time cards completely in case any remarks such as absent, sick leave, work accident, Infraction action should be taken and arrange the time cards unit wise and according to the serial of the computer printout. * Pre-payroll consist of the following requirements : present work day allowances with code and deduction with code, and forward to personnel manager for approval then to the Area Manager for final approval and forward to head office by keeping one copy for our office. * Receiving payroll from Head office and compare the payroll with pre-payroll about the remarks with the personnel Manager, upon his signature forward the payroll to Accounting Department for further action by keeping on copy of payroll. * Preparation of following notices:   a) Notice of Termination  b) Dismissal notice  c) Notice of Termination during probation period.  **2.SAUDI-OGER LTD.**  **Operation and Maintenance**  **King Khalid International Airport Riyadh, Saudi Arabia**  **(Personnel Assistant )**  **From 1995 to 2003**   * **Typing**- All MR(s)/ Memo(s) * **Filing**- Maintaining all the office files * **Manpower-** Time keeping/Record keeping of all personnel movements and despatches * **Material- a)** Material Receiving and delivery and maintaining a record of material in stores   **b)** Controlling office stationary/Beverages supplies  **c)** Supervision of Employees  **3. OYSTER STAR GENERAL TRADING LLC**  **DUBAI,UAE**  **(Sales Manager)**  **From 2012 to 2016**   * Determines annual unit and gross-profit plans by implementing marketing strategies; analysing trends and results. * Plan to ensure achievement of divisional and personal target, aligning with company sales policies and strategies. * Manage, develop, coach, control and motivate the sales force to develop their skill to ensure that a high professional standard is achieved and monthly sales target and KPI target are met. * Ensure targets are delivered through people management, performance review, reward and individual recognition. * Assess the strengths and weaknesses of the sales team and manage the sales program accordingly. * Meet with customers to discuss their evolving needs and to assess the quality of our company’s relationship with them. * Sell to existing and potential direct accounts as well as provide sales support to distribution partners to participate in closing and order or to facilitate and add value to the selling process   **4. DAVID PEIRIS LOGISTIC PVT.Ltd**  **SRILANKA**  **(OIC)**  **From FEB 2016 to 2017 FEB**  **Responsibilities:**   * Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry * Obtain help by sounding alarms * Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers * Control traffic by directing drivers * Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures * Maintain organization's stability and reputation by complying with legal requirements * Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques * Ensure the security, safety and well-being of all personnel, visitors and the premises * Provide excellent customer service * Remain in compliance with local, state and federal regulations * Respond to emergencies to provide necessary assistance to employees and customers * Protect the company’s assets relative to theft, assault, fire and other safety issues * Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations   **5. JF&I PACKAGING PVT**  **SRILANKA 7**  **(OIC)**  **From FEB 2017 TO Present**  **Responsibilities:**   * Protect company’s property and staff by maintaining a safe and secure environment * Observe for signs of crime or disorder and investigate disturbances * Act lawfully in direct defense of life or property * Apprehend criminals and evict violators * Take accurate notes of unusual occurrences * Report in detail any suspicious incidents * Patrol randomly or regularly building and perimeter * Monitor and control access at building entrances and vehicle gates * Watch alarm systems or video cameras and operate detecting/emergency equipment | |

ADDITIONAL SKILLS

* Leadership Qualities.
* Good Communication Skills
* Managerial Skills
* Problem Solving Skills
* Written and Verbal Communication
* Knowledge of Security Operations and Procedure
* Manage Multiple Tasks
* Knowledge of Basic Security and Fire Inspection Procedures
* Surveillance Skills
* Emotional Control
* Safety Management
* Reporting Skills

HOBBIES

* Internet Browsing
* Throw Ball
* Swimming
* Social Service
* Reading

## CRM Strengths

* Excellent Customer Interfacing Skills
* Always maintaining high Customer Satisfaction Index

## Other Strengths

* Strong Interpersonal & communication skills
* Effective performance both independently and as a team member
* Highly motivated and ambitious
* Smart working and ability to perform under pressure
* Ability to work effectively in diverse, foreign, and multi-cultural environments.

**Customer Service** –

* Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** –

* Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

**Oral Communication** –

* Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

**Adaptability** –

* Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.