

OLEETHU MOHAMED MAFAZ

CAREER OBJECTIVE

Desire an Office Administrator position with quick construction.
Offering expertise in managing supportive administration task aimed
at providing assistance to all departments within the organization.

WORKING EXPERIENCES

Work as an Admin Assistant at hello chef, Dubai, United Arab Emirates
From November 2022 to May 2023

Work as an Office Administrator at Lucky Construction, Kinniya, Sri Lanka
Form August 2019 to July 2022.

Worked as an Office Administrator at Assembly of Social Mobilization, Kinniya,
Sri Lanka Form January 2015 to March 2018.

Worked as a Trainee (Computer Application Assistant) at Zonal Education
Office, Kinniya, Sri Lanka From January 2013 to June 2013.

PROFESSIONAL QUALIFICATIONS

Completed Degree in Bachelor of Arts in Tamilology at Tamil University,
Thanjavur, India.

Diploma in Human Resources Management at College of Information
Technology, Sri Lanka.

Sri Lanka Computer Competency License at NAITA, Sri Lanka.

Autodesk AutoCAD Certificate level has been completed at The IBHS solution,
Sri Lanka.

KEY SKILLS AND COMPETENCIES

Accurate and precise math skills, Proficiency with MS Office, especially in Excel and word

Strong work ethics, good communication skills, good team player and thinking creatively
to solve problems.

Integrity, organizational skills and ability to manage deadline, interpersonal skills, analytical
ability and methodical approach and problem-solving skills.

SUMMARY

Experienced Office Administrator with demonstrated history of working in the
field of Office Management and administration in different industries. Skilled in
Microsoft Office Application. Efficient knowledge in Office administration
procedures, Customer Service and Relationship. Strong Education background
graduated from Tamil University Thanjavur, India in BA (Hons) in Tamilology
and have Diploma in Front office management.

INTERESTS

Reading Books & News Papers

Writing Poems, Articles & Lyrics (Tamil)

Watching Movies

Playing Foot Ball, Cricket & Chess

Criticize & Research about Movies & Books

I hereby certify that the information given above is true and correct
to the best of my knowledge.


Signature



INFO

Name : O.M.Mafaz
Address : No.08, Al-Aqza 1st Lane,
Kinniya - 02,
Trincomalee.
Email : mafaslive7@gmail.com
Mobile No : + 94 772153415
Gender : Male
Civil Status : Single
Nationality : Sri Lanka
N.I.C : 952382896V
D.O.B : 25th August 1995
Blood Group : A⁺
License No : B2341186
Passport No : N9706894

LANGUAGE

Trilingual communication skills
(English, Sinhala & Tamil)

REFERECES

Mr.N.M.M. Mahees
Secretary General
Assembly of Social Mobilization
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