

Curriculum Vitae

IT Administrator/ IT Executive



Name
Address
Mobile (Working)
Experience
Email
LinkedIn
Date

Mohamed Faizer Mohamed Javid
118/1 Horagolla, Warakapola
+94 717745646
3 years in Sri Lanka
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26/05/2021

Profile

I am seeking a strong and challenging position in the field of Information Technology & Business where I can take up more diverse and successful projects. I keep myself updated with the current trends in IT& Business Technology which makes me work more efficiently to overcome the problems using the resources available in the web and the Market.

Objective

Having spent more than 4 years learning career in IT field, I would like to employ my technical knowledge to create and enhance business value for customers. I can work in any environment with dedication, positive thinking, hardworking and commitment. I would like to learn new technologies and like to contribute elegant solutions in today's developing technical world via information technology weapons. I like to work in a competitive and innovative environment facing any challenge that can be occurred in the field

Personal

Full Name	Mohamed Faizer Mohamed Javid
Date of Birth	5 th February, 1992
Nationality	Sri Lankan
Sex	Male
Marital Status	Single
Mobile	+94 71 77 45646

Key Strengths

- Quickly understands the problem and figures out the solution in a short period of time.
- Effective communicator and can fluently speak in English, Tamil and Sinhala.
- Familiar knowledge in all areas of Information Technology.
- Independent and quick learner.
- Having a good profile in Social Media, also an active solution provider
- Comes up with good ideas to carry on with the current trend in IT.
- Hardworking and dedicated
- Honesty & Active Performance
- Sincere and result oriented

Working Experience

Date: (July 2017 – January 2018) [6 months]

Company: Srilankan Airlines

Position: ON THE JOB TRAINEE (IT Division)

Responsibilities: I have been appointed as On the Job Trainee at Srilankan Airlines Ltd. Which was the Popular Airline in the South Asia region. In my First three month Internship I have been assigned to test the Performance of Critical Airline Applications which is used by End users of Srilankan Airlines. In My Second three months Period I have been assigned to work with Cabling Management. Installing Utility and Application softwares. Coordinating with IT Suppliers. Providing service & support to critical airline environment.

Consulting, planning, implementation & testing system upgrades. Strong Knowledge of virus removal, software and hardware installation and configuration in any kind of devices troubleshoot any reported hardware and software problems.

Introduction to the Tools and Equipments related to Network cabling. Especially Hands on Experience on Measure the UTP Cable and Cutoff according to the requirement. Trimming the Cable with Standard Color code Network Wrack Management Configure Patch panel with a standard color code

Date (at present)

Company: Dinemore (Srilanka's popular Restaurant)

Position: IT Management Assistant

Responsibilities:

- Direct the development, implementation and administration of all IT.
- Perform Project management of IT initiatives.
- Ensure timely and accurate delivery of technology products and services.
- Manage multiple areas of technology and multiple departments.
- Perform as a member of an application support team for ERP systems users throughout The organization and its partners.
- Work with ERP systems users and management to determine appropriate system configuration and setup.
- Assist ERP systems users with data conversion.
Thoroughly understand ERP database schema.
- Assist with testing new releases of ERP systems prior to use in a production environment.
- Create documentation and procedures guidelines for ERP systems users.
- Thoroughly understand ERP security subsystem in order to assign appropriate system access to users at different levels throughout the organization and its partners.
- Thoroughly understand business practices and procedures in order to design, develop and maintain automated workflow processes.
- Work as a Systems Analyst with knowledgeable persons throughout the Agency and its partners to help define user needs and develop data processing solutions.
- Necessary skills include; organization, effective oral and written communication, strong Interpersonal, Above average math, problem solving analytical and being proficient with standard industry productivity tools such as Microsoft Word, Excel, and PowerPoint. .

Educational & Professional
Qualifications

Higher Studies and
Professional Certificates

BSc in Information & Communication Technology

General Sir John Kothelawala Defence University)
Ratmalana 10390 Srilanka
Student Number ICT /014/019
January 2014 – January 2018

Cisco Certified Network Associate (Routing & Switching)

General Sir John Kothelawala Defence University
Ratmalana. 10390 Srilanka

National Diploma in Information & Communication Technology

Vocational Training Authority of Srilanka
Certificate Number (NDICT/12/13/D2-07)
(October 2012 – October 2013)

Certificate in Computer Systems
Hardware (6 months)

Mas Institute of Management &
Technology
Grade Obtained: Credit

Industry Oriented ICT Course (6 months)

Ministry of Education collaboration with Zonal Educational office - Kegalle

COLLEGE

General Certificate of Advance Level

Kg/Wa/ Nangalla College Thulhiriya, Sri Lanka
Certificate Number (1749730)
January 2009 - August 2011

Subject

Result

Economics	C
Political Science	C
Islamic Civilization	C
General English	C
Z Score	0.2317

Secondary Education

General Certificate of Ordinary Level

KG/Wa/ Babul Hassen National College Warakapola, Sri Lanka

Certificate Number (81350880)

January 1997 - December 2008

<u>Subject</u>	<u>Result</u>
English	A
Islam	A
History	B
ICT	C
Tamil Literary Texts	C
Maths	S
Islam	C

Other Job Relative Skills

Hardware and Networking Skills

- Installing Operating systems to PC's and Other Devices
- Device configuration Such as Laptop, PC, Thin Client, Zero Client
- Troubleshooting the devices, network and systems
- Strong Knowledge of virus removal, software and hardware installation and configuration in any kind of devices
- Troubleshoot any reported hardware and software problems
- Introduction to Network concept and Power Management: LAN, WAN
- Work with different internal/external project management and technical teams to plan, design, and implement phases of System-related initiatives

Organizing Skills

- Introduction to the safety Management and how to prevent from an Emergency Incident
- Identifying the Organizing structures, behaviors, Rules and Regulations Working Policies or Laws which is impact to Labor Laws in Srilanka
- Identifying the Users and their technical Issues and how to find the solutions.
- How to Request the Tools Equipment from the IT stores.
- Introduction to Project planning Management.
- How to conclude a project with the tight schedule and the Given Deadline
- Project Coordination and Team Corporation

Declaration

I do hereby declare that the above mentioned particulars are true and correct to the best of my knowledge. Thank you.

Non Relative Referees

Mr.ADAI GUNASEKARA

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Dean, Faculty of Computing,

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Mr. HANSANA DISSANAYAKA

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