

Mohammed Shabeer

A highly motivated and hardworking individual, pursuing the business industry to build upon a keen interest and start a career. Mathematically minded, with a methodical approach to working and an eagerness to learn and develop professional and personal skills in any practical setting.



EXPERIENCE

Premium Support, Sri Lanka — *Trading Specialist*

January 2021 - February 2021

Specialized in mentoring and consulting clients in the International Stock Market by performing and training the clientele in Financial Risk Assessments and Wealth/ Investment Management, eventually resulting in a successfully consistent and continuous return on their investments.

Copreus, Sri Lanka — *Business Consultant and Assistant Team Manager*

July 2020 - December 2020

Interacted, introduced and consulted a plethora of clients and their ever growing financial investments into the International Stock Market. Further, proficiently assisted in managing a team of subordinates towards efficiency and effectiveness with the sole aim to achieve the overall team objectives..

Best Quality Brands, Sri Lanka — *Marketeer*

December 2018 - January 2019

Developed and promoted the organization's website, products and campaigns.

Baker Tilly Edirisinghe & Co., Sri Lanka — *Internal Auditor*

September 2018 - November 2018

Worked at MAS where I successfully supervised (SAP computer system) SBU's samples of invoices & relevant payments, handled invoice listings, checked on monthly reports and collaborated with employees at MAS Legato.

Auto Lube Trading, Sri Lanka — *Assistant Accountant*

June 2016 - December 2016

Successfully handled posting (computer system) and filing of invoices, cheque issuing and payment vouchers, bank slips and filing & other accounting transactions.

SKILLS

Advanced problem solving and numeracy skills.

Accomplished communication skills, both written and verbal.

Ability to take the initiative and work well under pressure, ensuring strict deadlines are met.

Flexibility, whilst maintaining enthusiasm and commitment to each duty assigned.

Proficiency in all areas of Microsoft Office, SAP and QuickBooks pro.

Significantly fast learner and quick to understand and adapt.

AWARDS

G.C.E. Ordinary Levels

Certificate in ACCA

Diploma in HRM

Diploma in Commerce

Advanced Diploma in Commerce

Junior Business Consultant

Senior Business Consultant

EDUCATION

Australian College of Business & Technology, Sri Lanka — *Double Major in Bachelor Of Commerce*

July 2019 - November 2021

Advanced Diploma Completed.

Diploma Completed.

Aquinas University, Sri Lanka — *Human Resources Management*

November 2016 - October 2017

Diploma Completed.

Mercury Institute of Management, Sri Lanka — ACCA *Association of Chartered Certified Accountants*

July 2016 - March 2017

Foundation Completed.

Royal Institute International School, Sri Lanka — G.C.E.

July 2016 - March 2017

Ordinary Levels Completed

LANGUAGES

English - Excellent Fluency

Arabic - (Read & Write Only)

Hindi - Mediocre Fluency

Tamil - Mediocre Fluency

Sinhala - Mediocre Fluency