

Fathima Sufyan

Associate Client Services

Personal Info

Email: fathicoolest@gmail.com

Phone: +94 (0) 763779850

Address: No 37, Madakissa Road
Horethuduwa, Sri Lanka

Date of Birth: 1994.05.16

Gender: Female

Nationality: Sri Lankan

School Attended: Hejaaz International School

Medium: English

Hobbies and Interest: Blogging, watching discovery and
Reading novels, surfing internet

Additional Qualification

- ❖ Diploma in Graphic Designing
- ❖ Diploma in Information Technology
- ❖ Wendy Whatmore Academy Speech and Drama (Elocution)

Technical Skills

Operating System: Windows

Web Development : HTML, PHP, CSS , Javascript, JQuery, Bootstrap, wordpress

Programming Languages : Java, VB.Net, C#, C++, Python

Database : MySql, MS SQL Server

Multimedia : Photoshop, Coral draw and Flash

Other : MS Office

Personal Skills

- ❖ Excellent communication and presentation skills
- ❖ Able to work as a team player and independently while motivating team members in achieving project success.
- ❖ Highly critical thinker with effective researching skills.
- ❖ Able to handle criticism well and learn from it.
- ❖ Quickly get adapted to the working environment.
- ❖ Able to work calmly during stressful periods.

Profile Statement

I am a computer science and software engineering undergraduate with a keen interest in technology and web development. My greatest strength is my passion for programming, an obsession which had not only helped me spot new trends and use them innovatively to develop my university level software projects, but also it helps me concentrate and work attentively for long hours on software project without lacking interest. My passion for IT Industry as a whole motivated me to undertake job roles such as IT Assistant, monthly magazine designer and programming lecturer. My interest for this field helped me work with a lot of involvement and be successful in each role I under took. Now I am seeking to associate and contribute my client coordinator experience, my web development and other technical skills to the team at Bizycorp while also gaining further experience and enhancing the company’s productivity and reputation. I am interested in leveraging my skills for the Associate Client Service Position.

Education Qualification

Year	Course			
Presently	Bsc (Hons) Computer Science and Software Engineering at University of Bedfordshire			
2014-2017	Edexcel BTEC HND in Computing and Software Development (Passed with <i>Distinction</i>)			
	Subject	Grade	Subject	Grade
	1. Web Application Development	Distinction	9. Programming in .NET	Distinction
	2. Business Skills For E-Commerce	Distinction	10. Programming in Java	Distinction
	3. Information Systems in Organization	Distinction	11. IT Security Management	Distinction
	4. Data Analysis and Design	Distinction	12. Networking Technologies	Distinction
	5. System Analysis and Design	Distinction	13. Data Structures and Algorithms	Distinction
	6. Management of Projects	Distinction	14. Object Oriented Programming	Merit
	7. Project Design Implementation and Evaluation	Distinction	15. Procedural Programming	Pass
	8. Employability and Professional Development	Distinction	16. Computer Systems	Pass
Secondary Education				
Year	Examination	Results		Medium
2013	G.C.E.A/L	1A, 3C including A (High Distinction) for English, C (Credit) for ICT and English Literature.		English
2012	G.C.E. GIT	A(High Distinction) for GIT (General Information Technology)		English
2010	G.C.E.O/L	2A,2B,4C,1S including A(High Distinction) for English, B(Distinction) for ICT and C(Credit) for English Literature		English

Work Experience

August 2015- May 2017	Client Coordinator and IT Assistant	People’s Secretariat / NGO, Sri Lanka
	<ul style="list-style-type: none">❖ Coordinating with both local and international donors via email❖ Created and updating company’s website and social media sites.❖ Researching and preparing project proposal❖ Preparing final project reports❖ Reviewing email, letters and fax❖ Designing banner, leaflets and notices❖ Maintaining and troubleshooting the computer system	
Dec 2014 – July 2015	Programming Lecturer	<i>IDM Computer Studies Pvt Ltd, Sri Lanka</i>
	<ul style="list-style-type: none">❖ Taught and trained students use MySQL, Java, HTML, CSS and Python programming languages	
Nov 2013- June 2014	Magazine Designer and Teacher	<i>Ikra International School, Sri Lanka</i>
	<ul style="list-style-type: none">❖ Designed the school’s monthly magazine❖ Was a computer and English teacher	

Undergraduate Projects

➤	Hotel Management ERP Web System (Final Project)
Description	: The aim of this project is to build a web based system that includes the following functionalities Enquiry Management, Online Room Reservation, Food and Beverage Management, Tour guide and travels Management, Financial management, HR Management, Inventory Management, Report Generation.
Technologies Used	: HTML, PHP, CSS , Javascript and MySql, JQuery
➤	Fitness Kingdom web system
Description	: The aim of this project was to design a front end and an admin section to manage the membership, manage the training types of members, defined schedules and assign schedules to members, inventory control system, and payment schedule and maintain payment history of members.
Technologies Used	: HTML, PHP, CSS , JavaScript and MySQL

Achievements

- ❖ Winner of Australian National Chemistry Quiz
- ❖ Silver medal for News Reading
- ❖ Winner of Australian Exam for Computing.
- ❖ Winner of subject prizes at school. Notable for Information and Communication Technology.
- ❖ Winner at interschool essay competition (2009, 2010 and 2011).
- ❖ Participated in the Inter-house sports meet activities and was awarded.

Extra-Curricular Activities

2010	Was a school Prefect
2010	Vice-Captain of Thabari House at the Annual Sports meet
2012	President of school IT club
2012	Member of the school debating team, English Literary Union and Media Club

Non-Related Referees

1. Drilishiya Priyadalshi Jayawardena District Manager IDM Computer Studies Private Limited Mobile: +94 (0) 777 239371	2. Naushadhi Alwis Software Engineer Hawk Solution Mobile: +94 (0) 771651112
---	---

I certify that the above details are true and correct in the best of my knowledge.

Fathima Sufyan