

## Fauzerdeen Mohomed Faizin

No. 7D, Nagasthanne road, Kandy.

+94767221016

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### Professional Summary

I want to succeed in a stimulating and challenging environment. building the success of the company while I experience advancement opportunities. I am a motivated oriented marketing professional who is flexible, versatile and proficient at maintaining a sense of humor under pressure. I am also an Enthusiastic, resourceful recent graduate with an academic and professional background in marketing. Ability to establish priorities and meet challenges head-on with Strong project management skills. I am an organized, independent worker with strong time-management skills.

### :: PERSONAL DETAILS

- Full Name: Fauzerdeen Mohomed Faizin
- Address: No, 7D, Nagasthanne Road, Kandy.
- Date of Birth: 22nd February 1995
- Religion: Islam
- Age: 21 years
- Gender: Male
- Marital Status: Single
- School Attended: K/Vidyarthi College, Kandy

### :: ACADEMIC QUALIFICATIONS

#### Passed G.C.E (O/L) in 2011

Maths	A	Science	C
English Language	A	History	C
Sinhala	B	Art s	S
Buddhism	B	Commerce	S
Health Science	B		

#### Sat for G.C.E. (A/L) in mathematic stream. 2015

Physics S

English B

#### Sat for G.C.E. (A/L) in mathematic stream. 2016

English A

## WORK HISTORY

### **01/2017 to 07/2017-Associate Maths tutor**

**Third Space Global**

**Colombo 09**

- Reported on student progress, behavior and social skills to parents.
- Taught an average of 6 students per day basically one to one.
- Followed an English program called Toffel.
- Developed excellent communication methods.
- Handled stressed full situations with ease while working with primary pupils in London.

### **07/2017 to current-Assistant team leader**

**Third Space Global**

**Colombo 09**

- Planned and coordinated logistics and materials for my team.
- Created detailed progress researchers of the fellow team members
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and upkeep.
- Opened and properly distributed incoming mail.
- Helped distribute employee notices and mail around the office.
- Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
- Managed the team with effective support.
- Managed external issues with the fellow team members.
- Helped my team members with making progress on their work.
- Invented new methods of identifying the needs of the team members in order to make progress.
- Communicated with London office through Slack during the session times (every day).
- Sorted few Issues with the technical side.
- Evaluated 3 sessions a week in order to help the management to work with tutor performance every month.
- Communicated with the management about the errors issues which the tutors have with the platform etc.
- Helped the team leader to manage the team with effective support.
- Defined strategy and plans in order to increase tutor performance of the team.
- Planed for training in order to increase the performance of the tutors in the company.

## SKILLS AND COMPETENCIES

- Team player
- Public relations
- Natural leader
- Competitive and strategic planning
- Persuasive
- Operations management
- Strategic objective execution
- Public speaking talent
- Process improvement
- Background in [Teaching Maths to London primary level Pupils/adults]
- Customer retention
- Microsoft Office proficiency
- Verbal communication skills
- Quick learner
- Excellent communication skills
- Well organized
- Team collaboration and leadership
- Creative problem solver
- MS Windows proficient
- Training development aptitude
- Social media engagement
- Strong time management
- Special events planning
- Creative and innovative
- Social media expert
- Strategic thinker
- Hiring, training and supervision
- Talented negotiator

## ACADEMIC PROFILE

- 2018 **Post graduate dip in Marketing (Stage 2)**  
Sri Lanka Institute of Marketing Kandy, CP, Sri Lanka
- 2017 **PCM (preliminary certificate in marketing)**  
Sri Lanka Institute of Marketing Kandy, CP, Sri Lanka
- 2017 **Certificate in English**  
University Of Peradeniya, CP, Sri Lanka  
English
- 2014 **High School Diploma**  
Vidyarthar College Kandy, CP, Sri Lanka

## REFEREES

1. Cptn.Jayantha karunathilaka  
Prefect of Games Vidyatha College Kandy  
0776622668

2. Mrs.Geetha Dharmasena  
Staff adviser Interact club of Vidyarthar College  
Kandy.  
0772589694

I certified that the above particulars are true and accurate to the best of my knowledge.

F M Faizin  
(950530758V)