

TALIB SAMIDON



65/25, Singhe Road, Mabola
Wattala, Sri Lanka, 11300



22 October 1983



0772340589

talibsamidon@gmail.com



PROFILE

I am a dedicated, self-motivated and a hard working individual. I am a mature minded person who is adaptable to all challenging situations. I am capable of working in a team environment as well as on my own initiative. My goal is to be associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

EDUCATION

- | | |
|--------------------------|--|
| 01.2016 - present | Open University of Sri Lanka
Bachelors Degree in Management Studies |
| 06.2014 - 11.2014 | Coursera
Certificate in Corporate Finance offered by the IESE Business School, Barcelona, Spain |
| 07.2013 - 12.2013 | Coursera
Certificate in Operations Management offered by the University of Pennsylvania, USA |
| 02.2006 - 07.2006 | International Airline Ticketing Academy
Diploma in Airline Ticketing, Reservations and Marketing |
| 04.2003 - 09.2003 | APSS International
Technicians Diploma in Telecommunications and Electronic Engineering Level 2 - City & Guilds |
| 09.1996 - 07.2002 | Asian International School
Graduated from High School in the science curriculum with Honors (London G.C.E. Advance Level). |

EXPERIENCE

- | | |
|--------------------------|---|
| 09.2016 - 10.2017 | Tellida (Pvt) Ltd
Contact Center Executive
Responsibilities: Served this BPO company in providing exceptional customer service to clients of a UK law firm (Hodders Law) efficiently and effectively. |
| 03.2015 - 08.2016 | Malaysian Visa Processing Center
Field Officer
Responsibilities: Greeting individuals that approach the center in a courteous manner to facilitate the issuance of visa to travel to Malaysia in a convenient and hassle free way. |
| 02.2010 - 06.2012 | High Commission Of India
Junior Clerk
Responsibilities: Handling of administrative and clerical functions of the Commercial and Economic Division of the Diplomatic Mission. Main responsibilities involved were monitoring the trade related matters between Sri Lanka and India. |
| 02.2009 - 08.2009 | Standard Chartered Bank
Sales Executive
Responsibilities: Promoting the financial services of the bank to interested individuals. |
| 09.2006 - 02.2007 | H.S.B.C.
Data Entry Operator
Responsibilities: Entering details of credit card applications of clients into the banks computer system. |
| 08.2006 - 02.2007 | British Council
Weekend Customer Care Assistant
Responsibilities: Involved in providing this educational firm with top-notch customer service to its clients. |

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Team Management and Coordination
- ✓ Time Management

LANGUAGES

English	●	●	●	●	●	●
Sinhalese	●	●	●	●	●	●
Tamil	●	●	●	●	●	●

EXTRACURRICULAR ACTIVITIES

- Sri Lanka National Under-21 Snooker player
- High School Senior Prefect
- High School Under-19 Basketball Vice Captain
- High School Under-15 & 17 Cricket Captain

REFERENCES

Mr. Mohamed Suzaan, Chief Operating Officer
Tellida (Pvt) Ltd
Email: Suzaan@gmail.com
Phone: +94773166907

Ms. Nisha Badurdeen, Manager Administration
Tempserve
Email: nisha@tempserve-lk.com
Phone: +94773147737

Mr. Rushdie Nazeer, Project Officer
High Commission of India
Email: projects.col.hci@gmail.com
Phone: +94779584482

SOFTWARE SKILLS

Microsoft Word	●	●	●	●	●	●
Microsoft Excel	●	●	●	●	●	●
Microsoft Outlook	●	●	●	●	●	●

PERSONALITY

- ✓ Communicative
- ✓ Creativity
- ✓ Responsibility
- ✓ Optimistic
- ✓ Punctuality
- ✓ Organized
- ✓ Reliability
- ✓ Patient

HOBBIES



Cycling



Music



Movies