

# 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