



CURRICULUM VITAE

Abdul Ruzaik

NIC No: 833101064V

Date of Birth: 05th November 1983

Civil Status: Married

Passport No: N6154483

Mobile: 0723 466 184 / 0776 473 173

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No. 158/33 B1, Sri Vajiragnana Mw

Colombo – 10

Sri Lanka.

JOB OBJECTIVE

To work in an organization where I can use my experience and competencies and drives the organization toward its objective and to acquire knowledge experience in the field of Computer Application, Customer Service, Sales and Marketing.

EDUCATIONAL

QUALIFICATION

G.C.E (A/L) 2002

Subject	Attainment
1. Accounting	C
2. Economics	C
3. Business Studies	S

G.C.E (O/L) 1999

Subject	Attainment
1. Religion	D
2. Social Study	C
3. English	C
4. Mathematics	C
5. Sinhalese	S
6. Commerce	S

College Attend: St John's College

COMPUTER SKILLS

- Diploma in Microsoft - Office at Asian Computer System.
Complete in 2003.
- Diploma in Computer Hardware Engineering with Networking at Turnkey Computer Systems.
Complete in 2005.
- Diploma in Computer Application Assistant with Data Entry Touch Typing Skills at Langway Institute.
Complete in 2007.
- Key Board Speed - 45 W.P.M

EXTRA CURRICULAR ACTIVITIES & SPORTS

1. Deputy Head Prefect
2. Represented the School at under 16 Cricket Team
3. Represented the School at under 15 Swimming
4. Vice president of the college Islamic society

SEMINAR

1. Young Entrepreneurs Sri Lanka Member Nation-Junior Achievement Worldwide
2. Participated in the Leadership Training Program at National Institute of Education (NIE) Maharagama
16, 17 and 18 October 2002
3. Participated for Dialog Product and Service Training Program at Excel World
4. Certificate of Participation – Dialog - Creating a Strong Customer Service Culture
5. Participated Leadership Training Program at Smart Quest

WORKING EXPERIENCE

- ❖ Worked at Logitech Technologies (Pvt) Ltd
Designation: IT Assistant
No.107, 1st floor, Havelock Road,
Colombo 06.
2 year's & 6 months Experience
- ❖ Worked at Dialog Axiata PLC
Designation: Customer Relation Officer – (Back Office)
No. 528, R. A. De Mel Mawatha,
Colombo – 03
3 year's & 10 months Experience
- ❖ Worked at Carrefour Hypermarket LLC
Designation: Receiving Stocker Officer - (Warehouse)
No: P.O. Box 35393, Riyadh 11498,
Saudi Arabia
1year & 8 months' experience
- ❖ Worked at Aitken Spence PLC
Designation: Data Entry Executive
No. 435, Galle Road, Colombo – 03
1year Experience
- ❖ Worked at Fonterra Brands Lanka (Pvt) Ltd
Designation: Sales Development Executive.
No. 100, New Kandy Rd, Biyagama

REFEREES

1. Mr. Salman Faris
Programmed Researching Coordinator
T.N.L Radio Network
No 52, 5th Lane, Colombo – 03
Contact No: 071-9132529 / 075-8998851

2. Mr. Tuan Hisham
Broadband Network Senior Executive
Dialog Axiata PLC
No. 528, R. A. De Mel Mawatha,
Colombo-03
Contact No: 0777-334297

I confirm that the information given above is true and correct to the best of my knowledge. I am aware that in the event of this information being found factually incorrect prior to employment, my application is liable to be rejected and if so found while in employment, I am liable to be summarily dismissed.

Signature

Date