

NUFAIS MOHAMAD

❖ CAREER OBJECTIVES

To obtain a suitable position in an esteemed organization, where I can utilize my qualifications and experience to carry out my duties efficiently and develop a successful career.

❖ PERSONAL

- SL Identity No : 942261810V
- Passport No : N8791442
- Nationality : Sri Lankan
- Civil Status : Single
- Date of Birth : 13-Aug-1994
- Age : 27 Years Old

❖ COMPETENCIES

- Fluent in English reading, writing, listening and speaking. (Comparatively IELTS Band 6.5)
- Instructor
- Relationship Management.
- Leadership and Followership
- Feasibility Studies
- Analysis
- Quality & Quantity Management
- Medical Transcription

❖ EXPERTISE IN

- MS-OFFICE Package
 - ✓ MS – WORD
 - ✓ MS – EXCEL
 - ✓ MS – POWERPOINT
 - ✓ MS – ACCESS
- Photoshop
- HTML
- Pascal programming (Basic)
- Inventory & File Management
- Organizational Leadership

Looking for : Admin Staff / Document Control /
Data Entry Operator
Experience : 7 Years
Email : nufaismohemed@gmail.com
Whatsapp : +94771317325
Address : 43, J.P. Lane, 5th Cross Street,
Puttalam.



PROFESSIONAL EXPERIENCE

MERCY EDUCATION CAMPUS – SRI LANKA

Reg no: MRCA/13/1/PAS/116 - www.mecuniquelk.com

- ❖ Administrative and IT & Tech Assistant : 2014 – 2016
- ❖ IT and Science Teacher (Promotion) : 2015 - Present
- ❖ Section Head (Promotion) : 2018 - Present
 - Junior secondary Section Head – Supervisory Level
 - Teaching ICT and Science (English Medium – National Syllabus)
 - Presentation skill - English Lecture/ Seminar (Files.ppt)
 - Human psychology and Office management.
 - Familiar with SRP and ERP cloud system.
 - Report preparation and Analysis (MS-Excel)
 - File management
 - Updating and Repairing (IT & Tech)

MEDSOURCE(Pvt)Ltd – SRI LANKA www.medsourcelk.com (KPO, working for 15 USA Hospitals)

- ❖ Medical Transcriptionist : 2013 - 2014
 - Transcribing audio files into word document (English).
 - Proof reading of hospital reports with the help of audio files.
 - Analysis of hospital reports with the help of audio files.
 - Worked for Tennessee, Washington Hospital in USA (KPO).
 - Familiar with eBTEXT and Express Scribe Software.
 - Excellent typing speed.

PROFESSIONAL QUALIFICATION

- Trained IT Lab Technician and IT & Science Teacher
Mercy Education Campus - Reg no: MRCA/13/1/PAS/116
- ICT Technician - Level 4 (RPL – English Medium)
Tertiary and Vocational Education Commission – Sri Lanka
- Medical Transcription Trainee
MEDSOURCE(Pvt)Ltd – SRI LANKA
- Certificate in Computerized Accounting
Institute of Information Technology