

MOHAMED HALIK



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SUMMARY

IT and Support services professional and Management with over 5 years of outstanding Experience specialized in SAP,CMS,Project planning, testing, documentation & Professional IT skills with managing the entire product lifecycle for both adept at communicating with key stakeholders in assessing project needs of Professional excellence.

WORK EXPERIENCE

Operations Officer - 07/2019 (Currently working)

VFS Global Alkhobar, Saudi Arabia.

Mission- UKVI (Emp Code: 119282)

- Processing applications and data entry
- Biometric enrollment
- Collection and scrutiny of passports from the Application Centre
- Handover of Passports to the High commission and Consulates.
- Handover of passports to Courier/Applicants
- Handover of passports to post office
- Handling of ODMV services
- Scanning and uploading of documentation
- Tracking of passports
- Handling customer queries
- Fee collection and cash handling
- Preparing reports for day to day transactions
- General administration duties
- The above list is not exhaustive, and other duties may be required from time to time in line with business requirements.

Software Engineer & QA Analyst - 06/2016 to 05/2018

HillCountry Solutions Pvt (Ltd) Kandy, Srilanka.

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.

- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

System Analyst - 03/2014 to 06/2016

Bountylab International Pvt (Ltd) Colombo, Srilanka.

- User based application development.
- Website system analysis, testing, maintenance and QA coordination.
- Support and predevelopment skills.
- Requirement analysis, database design, business process Flow and documentation.
- Design and completely overhaul the IT security infrastructure.
- Responsible for optimizing Business Processes
- Project management and team coordination.

Medical Transcriptionist - 04/2010 to 11/2010

Med-Source Company Kandy, Srilanka.

- Listen to the recorded dictation of a doctor or other healthcare professional.
- Enter medical reports into electronic health records systems.
- Support and predevelopment skills.
- Team Coordinatination.



EDUCATION

2012 - 2016

Bachelor Degree of Software Engineering, ICBT Kandy
Campus: Associate College of CARDIFF METROPOLITAN
UNIVERSITY (UK)

2016 - 2017

Specialization – Information Safety, Kazan Innovative
University (Russia)

HDCBIS (Higher Diploma in Computer Based Information System), National Institute of Business Management (Srilanka)

Diploma in Computer Hardware & Networking, Turnkey IT
Centre (Srilanka)

Diploma in Information communication Technology , ICBT
Kandy Campus (Srilanka)

Certificate in Computer Science), National Institute of
Business Management (Srilanka)

Diploma in English,British College of Applied Studies (Srilanka)

**AREAS OF
EXPERTISE**

- Microsoft Office package: Microsoft Word, Excel, Access
- Database operation: Microsoft Office Access, MySQL, Oracle
- SAP Administration
- Server- Formatting, Assign roles configure rules and control access.
- Hardware and software. Expert in [C#], [C++], [Java], [VB.net], [ASP.ET], [HTML], [PHP], [Wordpress], [Magento], [Joomla].
- Network - Client-Server Configuration, maintenance and trouble shootings, Internet sharing and controlling, Wi-Fi access control and management, LAN configuration.

LANGUAGES

ENGLISH
Professional Working Proficiency

RUSSIAN
Full Professional Proficiency

TAMIL
Native or Bilingual Proficiency

SINHALA
Native or Bilingual Proficiency

**PERSONAL
PROFILE**

- Full Name : HUSSAINDEEN MOHAMED HALIK
- Date of Birth : 01st October, 1993
- Gender : Male
- Civil Status : SINGLE
- Nationality : SRILANKAN
- Passport Number : N6991389
- Languages : English/Russian/Sinhala/Tamil
- IQAMA STATUS : **TRANSFERABLE**

REFERENCES

Furnished upon request.

