

# M M M ZAKIREEN

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## OBJECTIVES

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To work with a leading organization in a challenging and creative environment, to enhance my knowledge, skill and reach pinnacle in field with dedication and hard work.

## PERSONAL DEATAILS

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Name in Full : Mohamed Mazahim Mohamed Zakireen  
Permanent Address : 59, Mosque Street, Negombo, Sri Lanka  
Passport No : N3628226  
Date of birth : 9<sup>th</sup> March 1984  
Age : 39 years  
Sex : Male  
Marital Status : Married  
Nationality : Sri Lankan  
Srilanka N.I.C no : 840690270V  
Contact No : +947 5540 3546 / +94 77 6717070  
School : St. Mary's College Negombo, Sri Lanka, Educated up to G.C.E A/L  
Driving license : **Holding valid Qatar driving license**

## PROFESSIONAL EXPERIENCE

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- ❖ Worked as **Project Manager** at **Minimum Trading Contracting & Service** in Doha Qatar Since September 12, 2022 to November 9, 2023
- ❖ Worked as **Trainee Project Manager** at **Mater Land And Investment (Pvt) Ltd** in Negombo, Srilanka since March 21, 2021 to April 5, 2022
- ❖ Worked as **Tour Guide** at **Apple Holding (Pvt) Ltd** in Colombo, Srilanka since June 10, 2017 to March 9, 2021
- ❖ Worked as **Showroom Manager** at **Salco Trading Contacting Est.** in Doha Qatar since January 18, 2014 to May 2017
- ❖ Worked as **Sales Manager** at **The Computer Base** in Negombo, Sri Lanka since February 6, 2011 to December 24, 2013
- ❖ Worked as **Business Development Manager** at **Trance System Pvt Ltd** Colombo, Srilanka since June 1, 2009 to January 30,2011
- ❖ Worked **Business Development Executive** at **The Computer Center Pvt Ltd** Colombo, Srilanka, July 17, 2006 to May 30, 2009

## PERSONAL QUALIFICATIONS

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- ❖ Followed “**Computer Hardware Engineering**” course at Raytronics Computer Systems (PVT) Ltd, in Colombo-06
- ❖ Followed “**Diploma in Computer Studies**” course at IDM Institute, in Negombo
- ❖ Followed “**Diploma in English**” from Aquinas higher Studies College, in Colombo-08
- ❖ **G.C.E Advance Level:** Passed in 2004
- ❖ **G.C.E Ordinary Level:** Passed in 2000

## EXTRA CURRICULAER ACTIVITIES & SKILLS

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- ❖ Represented in school sports activity
- ❖ Represented as senior Prefect in the college during Year 2001 / 2003
- ❖ Represented in Athletic events
- ❖ Represented the Traffic control in the college
- ❖ Possessing driving license with experience, with clean records

## SKILLS

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- ❖ Computer proficiency:
  - Proficient user of *Word, Excel and Power Point.*
- ❖ Other skills:
  - Excellent communication and organizational skills to foster positive work environment.
  - Strong team building and relationship management skills.
- ❖ Core competencies:
  - Contracts procedures
  - Budgeting & financial management
  - Estimations and bill of quantities
- ❖ Language skills:
  - Very good written & speak in English
  - Planning and Time management skill, Willingness to work in a team & Ability to work

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I do hereby certify that the above particulars given by me are true and accurate to the best of my Knowledge.

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**M M M Zakireen**