



MOHAMED ISHAN

Profile

A versatile and adaptive self-taught team player. Love to explore and learn something new. A great Problem Solver. Focuses on enhancing current technical knowledge, improving new skills and achieving organizational goals in a realistic time frame.

CONTACT

+974 70136196

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New Rayyan, Qatar

VISA STATUS – Transferrable Visa with NOC

QATAR DRIVING LICENCE AVAILABLE

EDUCATION

ACADEMIC QUALIFICATION

AL FALAH CENTRAL COLLEGE – SRI LANKA

EXPERTISE

- Time Management
- Marketing, Data Entry
- Computer Literacy – MS Office
- Negotiation
- Leadership
- Communication & Presentation
- Flexible & always willing to learn
- Vehicle Maintenance

LANGUAGE

- Arabic (Fluent)
- English (Intermediate)
- Sinhala (Fluent)
- Tamil (Fluent)
- Hindi (Intermediate)

PROFESSIONAL

- Completed Diploma in ICT & E-commerce
Esoft Metro Campus, Negombo
- Completed Diploma in English
Esoft Metro Campus, Negombo
- Completed Associates of Arts – Travel, Tourism & Hospitality
- Completed Professional Certificate in Electro Mechanics

EXPERIENCE

FROM JAN 2024 TILL PRESENT

STARLINK SERVICES, LLC - QATAR

ASSISTANT TECHNICIAN CUM DRIVER

- Assist in installing and configuring network hardware, routers, switches, and access points.
- Participate in network performance monitoring and analysis
- Assist in Provide technical support for customers by diagnosing hardware, software, and network issues..
- Assist in Troubleshoot application/hardware issues
- Assist the team leader in Debug and root cause hardware and software issues.
- Attend Workshops conducted by the company.
- Assist the team leader in all kind of Network technical issues.
- Transportation for the duty, with equipment, and personnel to specified locations.
- Ensure the maintenance and cleanliness of company vehicles.
- Adhere to all traffic laws and company policies regarding transportation.
- Perform routine checks on vehicles and report any necessary repairs.

FROM 2019 TILL SEP 2023

MARYAM HOLIDAYS – SRI LANKA

TOURS GUIDE & ACCOUNT ASSISTANT

- Check in and assist members with the travel needs, maps & tour books.
- Handle airline, Hotel & rental car reservations.
- Help customers select product that best fits their needs.
- Manage vehicle cleanliness, check/fill vehicle fuels & fluids.
- Transport clients to and from various destinations.
- Managing financial departments with responsibility for Accounts Payable and Receivable.
- Preparation of Weekly activity reports & schedule.
- Entering invoices in the database for managing account payable/receivable, and handling all accounting operations
- Recording and filing cash transactions.
- Ensuring payments, amounts and records are correct.
- Perform quality check on documents by following document control processes.

I hereby certify that the above information given is true and accurate the best of my knowledge

MOHAMED ISHAN