



Mohamed SIRAJ

Office Manager | Administrative Executive | Executive Assistant | Executive Secretary

#116/B Al Hasanath Road, Puttalam – 61300, Sri Lanka.

Mob #: +94 75 780 7659 / 75 468 9276

Email: sirajzuhuriya@gmail.com

Skype ID: sirajzuhuriya

WhatsApp: +94 75 780 7659



• Objectives:

I am a proficient, energetic, reliable, dedicated, and professional Office Manager, Secretary, HR, and Administrative Officer who has worked in local and foreign corporate organisations for the last 14 years with extensive experience. I am eagerly anticipating the chance to work in an organisation that offers assignments that will broaden my perspective, foster professional growth, enhance my learning experience, and foster an environment that fully utilises my talents.

• Career History:

❖ Office Manager cum HR Officer,

NIPS Lanka (Pvt) Ltd, Wellawatte, Sri Lanka.

From Feb 2024 to August 2025

Assigned to oversee the entire recruitment process for Middle East job orders lead the entire sourcing process, writing job descriptions screening resumes, conducting and coordinating the pre-selection interviews. Supervising the sourcing team and reporting on its performance. Research and choose job advertising channels and conducting assessments. Maintaining and coordinating all aspects of HR-related activities of internal staff (like preparing offer letters, employment agreements and confirmation letters, termination and memos). Preparing payroll and the statutory contributions (EPF & ETF)

❖ Office Administration cum HR Officer (An Australian-based company),

SPIL Labs (Pvt) Ltd, Nugegoda, Sri Lanka.

From Nov 2020 to Jan 2024

Assisting the CEO / COO in all aspects of Office Management and Administrative services. Conducting interviews for recruiting new staffs. Arranging all required processing to welcome on board. Drafting and sending the Memos and the correspondence internal and external. Preparing promotion and salary appraisal letters. Preparing payroll and uploading the salaries to the respective accounts. Registering and preparing the EPF & ETF contributions.

❖ Office Manager cum Administrative Officer,

IKRA International College, Puttalam, Sri Lanka.

From December 2018 to June 2020

Assisting the Board of Directors / Management in all aspects of Office Management and Administrative services, helping the school predict its enrolment numbers; and working with parents, teachers, and visitors to handle inquiries about school activities and policies. Coordinate office activities and school events, schedule appointments for other staff, arrange for substitute teachers, and perform other administrative, secretarial, and clerical duties as required. Addressed customer issues and complaints.

❖ Restaurant Manager,

CARDAMOM Family Restaurant, Puttalam.

From August 2017 to October 2018

Supervising and training staff. Overseeing food quality and customer service. Managing inventory and supplies. Handling financial records and payroll. Coordinating special events. Attending customer issues and complaints and providing feedbacks.

❖ Site Based Secretary cum Document Controller (Supervising Consultant to CHEC),

Halcrow a CH2M Hill Company, West-Bay, Doha, Qatar.

From December 2013 to June 2017

Assisting the Project Manager & the Department in order to carry out the day-to-day operations of the office, in all aspects of administrative process, by providing the necessary Works. Secretarial & clerical support to ensure the flow of activities accomplished efficiently and effectively. Manage and update the daily schedule in an appropriate manner to ensure timely completion of all requesting activities related to the office.

❖ Secretary to the Group Chief Strategy Officer (OIG & Hospitality),

Obeikan Investment Group, Riyadh, Saudi Arabia.

From May 2011 to May 2013

Receiving telephone calls from clients, contacts, and external and internal staff; transferring calls and relaying messages to the team where necessary; typing letters, reports, agendas, proposals, PowerPoint presentations and other general correspondence, processing incoming and outgoing post, opening, and distributing mail.

• Skills & Strengths:

- ❖ Experience of managing own workload.
- ❖ Well-presented and well spoken.
- ❖ Ability to work under pressure and meet deadlines.
- ❖ Having a flexible and pro-active approach to work.
- ❖ Excellent communication skills.
- ❖ Self-confidence and ability to demonstrate initiative.
- ❖ Ability to grasp things quickly and easily.
- ❖ Enthusiastic, with a positive, can-do attitude.
- ❖ Excellent presentation skills reflected in work.

• Languages Known:

- ❖ English, Sinhala, Arabic, Hindi, Malayalam, and Tamil.

• Professional Memberships:

- ❖ Active Counsellors Forum - Since 2019
- ❖ Executive Professionals Forum - Since 2009
- ❖ IOSH Forum - Since 2009

• Interests & Activities:

- ❖ Travelling, Playing Cricket, Making New Contacts, 01/02 Page

• Professional Qualifications:

Course & Training	Diploma / Certificate Rewarded on:
Reading Higher National Diploma in Human Resources Management (Amazon College – Colombo-04, Sri Lanka.)	Commenced on: 19th January' 2025
Certificate in Human Rights & Fundamental Rights (University of Colombo, Sri Lanka.)	Certificate Received on 25 th February' 2022
Certificate in Psychology and Counselling (Amazon College – Colombo-04, Sri Lanka.)	Certificate Received on 30 th June'2020
Effective Delegation (conducted by Obeikan Knowledge Academy –KSA.)	Full Day Workshop Training 8 th December' 2011
Effective Communication Skills (conducted by Obeikan Knowledge Academy – KSA.)	Full Day Workshop Training 4 th December' 2011
Time Management (conducted by Obeikan Knowledge Academy – KSA.)	Full Day Workshop Training 29 th November' 2011
IOSH Managing Safely (conducted by RRC Middle East, Bahrain.)	Attended the examination on 11 th November 2009 (Certificate No:902473/Ref # :113407)
Safety Representative Course (Cape Industrial Training Centre, Jubail, Dammam, KSA.)	Certificate Received on 04 th June'2008
Diploma in Office Management (Global Connection Computer Systems (Pvt) Ltd, Puttalam, Sri – Lanka.)	Certificate Received on 03 rd August'2005
Diploma in English (Global Connection Computer Systems (Pvt) Ltd, Puttalam, Sri – Lanka.)	Certificate Received on 31 st October'2004
Diploma in Computer Studies (Computer Business System, Puttalam, Sri – Lanka.)	Certificate Received on 02 nd September'2000
Diploma in Office Information Technology (Computer Business System, Puttalam, Sri – Lanka.)	Certificate Received on 02 nd September'2017
Diploma in Professional English-completed the first semester (Open University of Sri – Lanka, Nawala, Sri – Lanka.)	Attended the Course from July'1991 to August'1992

• Educational Qualifications:

School/College/University	Examination / Course / Year Attended
Open University of Sri – Lanka, Nawala, Sri – Lanka.	Diploma in Professional English under Faculty of Humanities and Social Science (completed the first semester) 1992 – 1993
Zahira National College, Colombo, Sri – Lanka.	General Certificate of Advance Level Examination 1991

• References:

Mr. Ilham Marikkar (Founder/ Chairman)
Foundation & Active Counsellors Forum,
Amazon College - 294, 2nd Floor,
Galle Road, Colombo- 04, Sri Lanka.
E-mail: ilhamcbs@gmail.com
Tel #: +94 11 438 6126 / Mob #: +94 77 734 1498

Mr. A.K.M. Afras (CEO/MD)
I-soft College of ICT Education,
No: 25, Poles Road,
Puttalam, Sri Lanka
E-mail: afrasadmin@gmail.com
Tel #: +94 32 22 65643 / Mob: +94 77 355 5540