



TUAN HAZARAN KEEDIN

PERSONAL DETAILS:

Sri Lankan

Married

Islam

Dubai,UAE

Passport Number: N7534799

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Email : neronskeedin@gmail.com

LANGUAGES SKILLS :

English - Very good

Malay – Very good

Sinhala - Very good

Tamil - Very good

Hindi - Very good

Arabic - Fair

Urdu - Fair

Malayalam –Fair

PERSONAL SKILLS:

Working objectively

Passion

Encouraging

teamwork Organizing skills

Energetic

A good team player, not a loner

Integrity

Excellent communicator

Dedication & well-organized

Proven attention to detail

Competent and Diligent

CAREER EXPERIENCES:

Worked for M/s Neptune Orient Lines Shipping Company (Pvt) Ltd in Sri Lanka as Documentation Officer
Five years

Worked for Amana International School in Sri Lanka as Office Administrator cum Accounts Assistant
Two years

Worked for Readway International College in Sri Lanka as HR & Admin Officer

Worked for Thames Recruitment Services in Sri Lanka as Admin & Operations Manager
8 months

Worked for Global Cargo Systems LLC in UAE, Jebel Ali as Documents Assistant cum Accounts
Three years

Worked for Al Razan in Iraq as Human Resources In-charge
Two years

Worked for Dreshak Group in Iraq as Senior Human Resources Supervisor
Five Years

Worked for Tajima Colombo(Pvt)Ltd in Sri Lanka as HR & Admin Executive
19 months

ACADEMIC CREDENTIALS:

Bachelor of Commerce (Bcom) with SNEREB

Bachelor of Business Administration (BBA) with National Institute of Business Studies -NIBS

Diploma in Human Resources Management (HRM) with ISTS

Certificate in HRM with Brentwood

Certificate in Human Capital Management with Great Learning

Diploma in Financial Management with IIMT

Certificate in Financial Accounting with Alison

Certificate in Fundamentals of Economics & Macroeconomics with Alison

TRAININGS & CERTIFICATIONS:

Diploma in Computerized Based Accounting with BICT

- Quickbooks
- Tally ERP
- MYOB
- Sage 50
- ACCPAC 9.0
- Simply accounting

Certificate in Practical Accounting with Institute of Administrative Practical Accounting
One year

Certificate in Microsoft Office Applications with VEC

- MS.Word
- MS.Excel
- MS.Access
- MS.Powerpoint
- MS.Outlook

Three months

Diploma in Computer Studies with DP Aides (Pvt)Ltd

Certificate in Introduction to Financial Accounting with Saylor Academy.

Certificate in Intermediate English with Saylor Academy

Certificate in Economics with Mindluster

ABILITIES AND SKILLS :

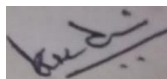
- Excellent written, spoken communication, Interpersonal skills, analytical skills and decision making.
- Good organization skills developed in a variety of deadline orientated situations.
- Can adapt easily and quickly to changing environment.
- Proven decision-making skills.
- Able to work to instant alone environment and result orients work under minimum supervision.
- Physically fit, able to work in confined spaces and crawl.
- Friendly, professional and approachable manner.
- Adaptability teamwork with taking responsibility
- Presentable and pleasing personality
Excellent organizational skills and multi-tasking abilities
- High energy levels arising from good health
- Get on well with people at all levels, easily making good working relationships

- Very familiar with Internet and E-mail
- Typing speed - approx.35 wpm
- A strong service oriented attitude
- Proficient in English both spoken and written
- Have a good computer skills
- Office management and HR management abilities
- MS Office Applications
- Accounting knowledge

CORE CAPABILITIES:

- Achieving quality results and service
- Communicating information effectively and a good listener
- Thinking clearly, deeply and broadly
- Maintaining work/life balance
- Sociability and social boldness-a good mixer, smiles often, never grumpy or moody, always friendly.Doesn't unnecessarily antagonize people
- Building collaborative relationships
- Proactive, a result-oriented approach for self and subordinates
- Has a good sense of humor
- Well-presented and well-mannered
- Highly disciplined.Not emotional under pressure, can cope well with stress and tension
- Generally, kind and gentle, but can be tough
- Patient – bears many/minor irritations or even setbacks with grace
- Persistent – doesn't give up easily, if at all
- Keeps subordinates highly motivated and well organized.
- Moves into any situation requiring leadership and gets the job done
- A people-developer, a motivator and trainer
- Excellent public relations, interpersonal and leadership skills

I hereby certify that the above given information is true and correct to the best of my knowledge and belief.



Tuan H.Keedin

07th May 2025