

RIZNI UZAIR

Admin Intern

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PROFILE

Passionate about making a positive impact, I am eager to bring dedication and enthusiasm to a dynamic work environment. My aim is to contribute effectively to organizational goals, collaborate with a motivated team, and grow both professionally and personally.

EDUCATION

National Institute of Business Management Kandy. 2022 - Present

Bachelor of Business Management 2022-Reading

Higher National Diploma in Business Management 2022 – 2023(distinction)

Diploma in Business Management 2022 - 2023

Certificate course in Business Management 2022

British Council Kandy. 2017

English course in intermediate level

Zahira College, Matale. 2006 – 2019

GCE Advanced Level. 2019 Commerce stream

GCE Ordinary Level. 2006 - 2016

EMPLOYMENT

ADMINISTRATION INTERN. 2024 JAN – Present

MAS HOLDINGS SILUETA

- Manage business transport.
- Process payments for office drivers.
- Ensure safe delivery of samples to relevant production plants.
- Supervise vehicle inspections.
- Manage personal files of drivers.
- Assist the team with the month-end payment process.

LEADERSHIP

- School Prefect. 2018-2019
- Commerce Union Committee Member

ACTIVITIES

- Played hockey for Zahira College Matale.
- Played football for Zahira College Matale.
- Awarded 4th place in Inter School Hockey Tournament 2014
- Represented Zahira College, Matale in Inter Schools' Hockey Tournament 2016
- Gold Star winner in Inter School Hockey Carnival 2013
- Champion in Inter Sports Club Competition 2019

PROJECTS

- Research on “Impact of Rewards on Employee motivation in the hotel industry” (unpublished)
- CSR program renovating a school library under the guidance of NIBM.
- Tree plantation project targeting environment day (2023)

SKILLS

- Time Management
- Effective Communication
- Teamwork
- Leadership

LANGUAGES

- Tamil
- English
- Sinhala

REFERENCES

MR. Mohammed Riham
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