

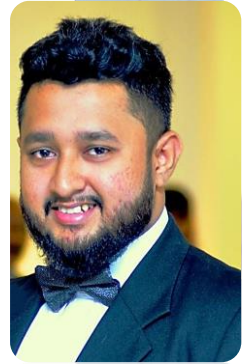
# ANAZ AHAMED ANVER

31, Meeraniya Street, Colombo 12

T: +94 11 2 432 049

M: +94 770 099 464

E: [anazahamed.anver@gmail.com](mailto:anazahamed.anver@gmail.com)



## PERSONAL STATEMENT

A conscientious and professional individual with extensive experience in manpower recruitment, administration, PA and secretarial roles. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results.

## EMPLOYMENT HISTORY

### MIT Executive – Integrated Facilities Management / Space Data Management

JONES LANG LASALLE LANKA (PRIVATE) LIMITED, Colombo 01.

Client - Hongkong and Shanghai Banking Corporation

Head Office, Colombo 01.

(October 2017 up to date)



### Senior Executive – Administration, Human Resources and Manpower Recruitment

HAMAD INTERNATIONAL (PVT) LTD (Manpower Recruitment)

HAMAD TRAVELS (PVT) LTD (Inbound and Outbound Travel and Ticketing)

HAMAD AUTO HOUSE (PVT) LTD (Importers in Vehicle Spare Parts & Modification)

Colombo 10.

(February 2012 – April 2017)



### Senior Executive - Human Resources

NATIONAL HUMAN RESOURCE AND SERVICES LLC

NPA EVENTS LLC

MEDIA ONE

Azaiba, Muscat, Oman.

(March 2011 – January 2012)



الوطنية لخدمات الموارد البشرية ش.م.م.  
National Human Resource Services LLC

الاعلام الأول  
mediaOne

### Personal Banking Advisor

STANDARD CHARTERED BANK

York Street, Colombo 01

(Feb 2010 – January 2011)



## KEY SKILLS AND RESPONSIBILITIES

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- Proficiency in all areas of IT including Microsoft Office, Corel Draw etc...
- Excellent communication skills, both written and verbal in English and Sinhala. With spoken in Tamil.
- Ability to adopt according to any situations in any work place.
- Excellent team leader for any type of task.
- Overall company management - Assets Maintenance, Welfare, Utilities, Soft Services and other Facilities Management related etc ...
- Space Data Management – capturing, reporting, cost allocating etc...
- Handling total Manpower Recruitment process (foreign / local)
- Advertising using digital media, print media to various companies promoting the company vacancies and services.
- Hosting meeting between HR personals and conducting presentation sessions.
- Conducting Interviews with foreign / local representatives or conducting by self to select the right candidates.
- Preparing Legal documents by corresponding between Embassies, Ministries and Government Departments.
- Conducting training, workshops and career development sessions for workers.
- Corresponding with hotel accommodation, travel agents, etc...
- Employees' welfare, working environment, salary, safety and attending to the short comings of workers.
- Providing legal counsel and minimising frequency of employee complain and make the employee understand of the company policies.
- Taking care of the health with a hygienic condition through sharp monitoring.
- Maintaining the infrastructure of the company.
- Exposure in Sales and Marketing with product promotions with appointments in person or organizing workshops in public space.

## PROFESSIONAL QUALIFICATION

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- Currently following BSc in Human Resource Management - ABE UK

## PERSONAL INFORMATION

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D.O.B : 23<sup>rd</sup> of November 1989  
Religion : Islam  
Civil Status : Single

## REFERENCES

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Mr. Yomal Sachith Rangajeewa  
Human Resource Business Partner

**Jones Lang LaSalle Lanka Pvt Ltd**  
Level 4, West Tower, Echelon Square,  
World Trade Center, Colombo 01.  
T: +94 112 324 123  
M: +94 773 661 148

Dr. T.M.A Ulumudeen  
Chairman / Managing Director

**Hamad International (Pvt) Ltd**  
7, Devanampiyatissa Mawatha,  
Colombo 10  
T: +94 112 689 168  
M: +94 777 660 399

***“Above stated information are true and correct to the best of my knowledge”***