

SEYYID IRSHARD MOULANA

Justice of Peace (All Island)

Address: #6-3/1, Mallikarama Mawatha, Dematagoda, Colombo- 09. Sri Lanka

Website: <https://www.linkedin.com/in/seyyidirshardmoulana/>

Mobile: 0094 77 1673184

Email: irshardmoulana@gmail.com

OBJECTIVE:

Seeking a suitable post, with a work place that will allow me to fully utilize my communicational (Multi Lingual), organizational, problem solving and people management skills.

INTERPERSONAL SKILLS:

- Confident /Problem solving / Solution focused
- Positive attitude and lead by examples
- Team leadership
- Passion to learn new knowledge, technology, tools and practice it
- Ability to take up changes to reach project goals
- Multilingual – English, Sinhala and Tamil
- People management
- Cost Optimization
- Process Improvement

WORK EXPERIENCE:

➤ Sri Lanka Bureau of Foreign Employment – Head Office, Battaramulla, Aug 2020 - Present

Working as an “Arabic Language Translator”

I had served the SLBFE from March 2013 to October 2014 as an outsourced staff, due to me performance I was offered a permanent role with SLBFE

Currently attached to Agreement& Conciliation Department: -

- Translation of visa endorsements of passports which are written in Arabic
- Translation of foreign job orders and Tamil G.S. Letters.
- Verification and confirmation of G.S Officer issued Tamil letter for foreign employment.
- Coordination with foreign employers, foreign agents, foreign authorities and other authorities in settlement of complaints and issues related to foreign workers.
- Manual Webpage Translation
- Assisting in Legal Translation
- Conflict resolution between employee and employer
- Conflict resolution and mediation between employer, employee and job agent with regard to payments, holiday management and job scope/description.



➤ Finwin Travels & Tours (Pvt) Ltd & Finwin Translation Service, Colombo-10, Jan 2019 - May 2020

Translator cum Administrative officer

- Supports the daily administrative operations of the company.
- Support Office & HR Manager in staff record & payroll.
- Support Office & HR Manager in file management process.
- Other tasks as assigned by Office & HR Manager and/or Director of Operations.
- Support tour coordinators to allocate drivers on time & check the other tours arranged.



➤ Careem Holidays & SAMRA Translation Service in Colombo. Feb 2018 - Jan 2019

Translator & Tour Operator

Work performance in the “Translator”: -

- Translation of Birth& Marriage Certificates, School Character Certificate which are written in Sinhala and Tamil.
- Translation of visa endorsements of passports which are written in Arabic.



Work performance in the “Tour Operator”: -

- Organizing and Create Tour on clients' requirements, Getting room Availability, negotiating room rates with managements getting feedback from the clients

- Responsible for providing quality & efficient customer service to customer
- Making sure customers are happy with the service and products
- Handling a massive amount of tour advance (cash) of the Inbound Outbound Tours and end of the settling them to the Office.
- Follow up communication procedures guidelines and policies.
- Coordinating with suppliers (Guides, vehicle drivers, drivers assistants, supplier etc.) and specially with clients.

➤ Cooperative Office for Call & Guidance in Qatif - Dammam, Saudi Arabia from **Oct 2014– May 2017**
Interpreter for Arabic, Sinhala, English and Tamil

Work performance as an “Interpreter” : -

- Coordination between victim and judge for the interpretation and judgment activities at Ministry of Justice –Dammam, Saudi Arabia.
- Coordination between fishermen and naval officers for the interpretation of Naval Safety and Security requirement at Naval Safety and Security Department of Ministry of Agriculture – Eastern Province, Saudi Arabia.
- Advising and updating the current General rules and regulations of Saudi Arabia for different communities by attending the prison of Dammam, General Hospitals, Police Department and etc....



PROFESSIONAL QUALIFICATIONS:

- Justice of Peace (All Island- 335) Since 2019/02/15.
- In process of gaining recognition as Marriage and Divorce Registrar

EDUCATION BACKGROUND:

- Completed **Bachelor's degree(Hons)** at **IUM Islamic University of Madina - Kingdom of Saudi Arabia 2012.**
- **Arabic Linguistic Preparation Diploma** at Institute of Arabic language of IUM Islamic University of Madina - Kingdom of Saudi Arabia 2009.
- **Diploma in English at London Business School** in Colombo.(2010)
- Diploma in Hardware & Advance Networks at Winsys Networks in Colombo.(2009)
- Partly completed PCM Preliminary **Certificate in Marketing** at Sri Lanka Institute of Management SLIM.(2002)

School Attended:

- **Zahira College Colombo, (Sinhalese Medium).**(1994-2002)
- G.C.E Advance Level 2002. (Commerce stream)
- G.C.E Ordinary Level1999.

Leadership Skills and Achievements

- College Senior Prefect. (2002)
- President of College Islamic Society.(2002)
- Captained the College Soccer Team.(1996 -1998)
- Represented the College Athletic Team.(1995-1999)
- Represented in Inter School Soccer Tournaments. (1995-1998)
- Participated Inter School Competitions.(2002)
- Active Member of the School Commerce Society & Sri Lanka Anti Narcotic Society.(2002)