



# HAMAZUL SABRY

## Work Experience

### Team Leader Cum Administration Total BPO, Sri Lanka

Dec 2021 - Nov 2023

- Efficiently managed and handled incoming calls, providing excellent customer service and resolving issues as needed.
- Provided guidance and support to team members, ensuring productivity and goal attainment.
- Implemented strategies to boost team performance and achieve set objectives.
- Took a proactive role in initiating and managing new projects within the organization.
- Oversaw and coordinated various administrative tasks to streamline operations.

### Panda BPO PVT Ltd Team Leader Cum Stock Broker, Sri Lanka

Sep 2020 to Nov 2021

- Demonstrated dedication and punctuality in fulfilling job responsibilities.
- Efficiently dialed and handled calls to meet daily targets.
- Collaborated with team members to optimize workflow and achieve collective goals.

### Tele-Marketing Executive Pristine Solutions, Sri Lanka

Sep 2019 to July 2020

- Conducting sales calls to promote SAP marketing products.
- Following up with potential customers after sales calls to nurture leads.
- Responding to email inquiries promptly and professionally.
- Demonstrating a fast learning ability to adapt to new products and sales techniques.
- Exhibiting a strong work ethic characterized by dedication and perseverance.

### Wharf Clerk Cum Admin Assistant Sunshine Clearing and Forwarding Agency, Sri Lanka Mar 2016 - Aug 2019

- Handling all documentation tasks related to clearance and forwarding operations.
- Ensuring accuracy and completeness of all paperwork involved in the clearance process.

## Contacts

- +971501586435
- hamazsabry@gmail.com
- 1020, Burj al Jabri Building, Al Nahda 1, Dubai
- [www.linkedin.com/in/hamaz-sabry-0461b02a8](https://www.linkedin.com/in/hamaz-sabry-0461b02a8)

## Career Summary

With a diverse background encompassing roles such as Team Leader in Administration and Stock Brokering, Tele-Marketing Executive, Wharf Clerk, Accounts Assistant, and Credit Controller cum Petty Cash Handler with extensive experience in the Accounts Department, I bring a wealth of knowledge and a track record of successful leadership. Over the years, I have honed my skills in team management, administration, stock brokerage, and financial control, making me a versatile professional with a proven ability to thrive in dynamic environments. With xxx years of hands-on experience, I am adept at navigating the intricacies of various roles and contributing effectively to organizational success.

## Personal Information

**Name with initials**  
M H S M Hamazul Sabry

**Gender**  
Male

**Date of Birth**  
13th April 1995

**Nationality**  
Sri Lankan

**NIC No**  
951040525V

**Passport No**  
N6571834

**Religion**  
Islam

**Accounts Assistant**  
**Expo Cargo (Pvt) Ltd, Sri Lanka**

**2014 - 2016**

- Managed accounts receivable and accounts payable processes, ensuring timely invoicing and payment collection.
- Processed payroll and maintained employee records, ensuring accuracy and compliance with company policies.
- Handled bank transactions, including deposits, withdrawals, and bank reconciliations.
- Maintained accurate and up-to-date records of financial transactions using accounting software.

**Credit Controller cum Petty Cash Handler (Accounts Dept.)**

**Aramex Lanka (Pvt) Ltd , Sri Lanka.**

**Aug 2012 - Nov 2013**

- Demonstrated honesty and integrity in all tasks and responsibilities.
- Executed job duties diligently and with a strong sense of duty.
- Established positive relationships with supervisors and colleagues, fostering a collaborative work environment.
- Assumed responsibilities with reliability and accountability, consistently meeting expectations.

## Professional Qualifications

- Computer Hardware engineering
- Course in Diploma in Information & Communication Technology
- Certificate Course in Computer studies (Basic Level)

## Education Qualifications

- **First Year of General Certificate in Education Advanced Level - 2013**  
Amal International School, Colombo
- **General Certificate in Education Ordinary Level Examination - 2011**  
Amal International School, Colombo

## Extra-Curricular Activities

- Active Member of Islamic Society, & Commerce Society.
- Member of School Basket Ball Team

I hereby declare that the given information are true & correct to the best of my knowledge.

## Key Skills

- Decision making
- Leadership skills
- Teamwork
- Intellectual thinking
- An outgoing personality
- Communication skills
- Flexibility
- Result oriented
- Creativity

## Language

- English
- Tamil
- Sinhala

## References

**Mr. Nujhan Naushad**

CIMA Passed Finalist

Senior Accountant

Maddox DMCC

1107, Abdul Aziz Building,

Al Nahda 1,Dubai,UAE

Mobile: +971507496359

Email - n.naushad@maddox.ae.com

**Mr. Aadil Faiz**

Sales and Marketing Executive

Ishaq Abdulla Tyres Trading L.L.C

2nd Floor, Flat 211, Calicut Paragon

Building, Al Karama, Dubai

Mobile: +971552687434

Email: aadilfaiz73@gmail.com