

J.Najeeb Ahamed
Sri Lanka
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Objectives

A determined, self-motivated, and result-oriented ICT Teacher with a confident and professional demeanor, ready to take on any challenge in the field of education and technology. I strongly believe in my ability to learn and work effectively, both independently and as part of a team. With over 8 years of experience in ICT education, I strive to achieve goals while motivating and inspiring students and colleagues, contributing meaningfully to academic excellence and digital literacy development.

Educational Qualification

Graduate of **B.Sc. Business Information Technology** at **Rajarata University of Sri Lanka**.
Specializing field: **Business information technology**

Post Graduate Diploma in Education (Merit)

Professional Qualification

- Microsoft certificate professional (MCP)
- Certificate in Artificial Intelligence
- Certificate in Data Analytics
- Cisco certificate network Associated (CCNA) Training
- Certificate in Level 1 of the Teacher Digital Competency Curriculum
- Certificate in Teacher Digital Competency Curriculum
- Diploma in computerized Accountant
- Diploma in ICT with Internet & E-mail Usage
- Diploma in Hardware Engineering
- Certificate in English
- Zonal Digital Education Technology Team
- Teacher for Trainer

IT Skills & Competencies:

- MS Windows - 2000/XP/Vista/Win7/10/11, Linux installing and configuration
- MS Office Package (2007/2021)
- Database Management (SQL, MySQL)
- Classroom Management & Instructional Technology
- Web Development (html, css, php, Java script)
- Photoshop and Video Studio (Graphic Design)
- Computer and lab top assemble and Repairing
- All Software installing and configuration
- Security (Firewall, All major Antivirus)
- Lose file and image recover
- QR Code and Bar code Generator
- School Treasurer

Career Summary

Position: ICT Teacher

22nd April 2024 – Up to Now

working at KM/KM/Addappallam Sahitha Vidyalaya, Sri Lanka (Government School)

- Sectional Head
- School Development Committees Treasurer
- In charge of ICT Lap.
- Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills. Grade 06 to Grade 13
- Instructing in a manner that develops students' confidence in their abilities.
- Observing and managing classroom dynamics.
- School office Computer Administrator.

Position: ICT Teacher

27th Nov 2017 – 19th April 2024

working at KM/TK/Kannaki Vidyalaya, Sri Lanka (Government School)

- Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills. Grade 06 to Grade 13
- Instructing in a manner that develops students' confidence in their abilities.
- Observing and managing classroom dynamics.
- Invigilating and grading projects, quizzes, and examinations.
- Tracking and communicating students' advancement throughout the course.
- In charge of ICT Lap.
- School Development Committees Treasurer.
- School office Computer Administrator.

Position: ICT Lecture & Web Developer,

Sept 2015 – Nov 2017 worked at Institute of Global Knowledge (pvt) Ltd. Sri Lanka

- Teaching Information Communication Technology for aat III stages in aat Sri Lanka and Certificate in Information Communication Technology in IGK .
- Pearson VUE Certified Test Administrator (CIMA online Exam)
- Developed and Maintained igk website (www.igksln.com)
- Maintains network performance by performing network monitoring and analysis, and performance tuning, troubleshooting network problems
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations.
- Resource Person in the Career Guidance Unit of IGK & does serving Awareness Programme for School Leavers & fresher's in the University.

Position: Network Administrator,

Oct 2013 – Sept 2015

Worked at Saina Trading & Contracting EST Doha Qatar

- Managing and maintaining network infrastructure, including routers, switches, and firewalls.
- Ensuring network security and implementing protective measures against cyber threats.
- Providing technical support and troubleshooting network-related issues.
- Administering servers, backups, and system security policies.
- Coordinating with vendors and service providers for network solutions.
- Coordinating with telecom vendors for network solutions and upgrades.
- Managing network-related procurement and budgeting.

Awarding

- Winner of the Gold Medal at the 14th National Level School ICT Championship – 2022, in the Creative Teachers' Competition (National Level, First Place)

Extra-Curricular Activities

- Computer Society of Sri Lanka Member
- Vice president - Rural Development Society 2022
- Secretary - Rural Development Society 2019
- Vice president - Nintavur under graduated 2009
- A Member of Viyathmaga
- Leadership Training Camp 2005

Language Ability

- Fluent in Tamil.
- Good in English.
- Good in Sinhala.

Personal Information

Name In Full : JAMAL NAJEEB AHAMED
Present Address : 190/2, Third Cross Street, Nintavur-06
Date of Birth : 1986/06/11
Sex : Male
Civil Status : Married
Nationality : Sri Lankan Muslim
Driving L No : A020185215
Passport No : N229035634

Non Related Referees

Mr. M.C.A Nazar
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I hereby declare that the particulars given by me in this application are true and accurate to the best of my knowledge.



J.Najeeb Ahamed