

JAMAL NAJEEB AHAMED

ICT TEACHER | IT CONSULTANT & WEBSITE ADMINISTRATOR

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PROFILE

Determined, self-motivated ICT Teacher and IT Consultant with over 10 years of experience in ICT education and educational technology across government schools, private institutes, and non-profit organizations. Confident and professional, with a strong record of motivating students, leading digital-learning initiatives, developing and administering institutional websites, and delivering measurable results, including a national award for creative teaching and multiple letters of commendation from partner institutions. Comfortable working independently and collaboratively to advance academic excellence, digital literacy, and ICT infrastructure.

CAREER SUMMARY

ICT Teacher

22 Apr 2024 – Present

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

- Serve as Sectional Head and Treasurer of the School Development Committee.
- Manage the ICT laboratory and act as School Office Computer Administrator.
- Plan lessons and activities building basic to advanced computer skills for Grades 6–13.
- Instruct in a manner that builds students' confidence in their own abilities.
- Observe and manage classroom dynamics to maintain an effective learning environment.
- Personally funded and established the school's first ICT laboratory, and secured a SmartBoard and 7 computer systems for the school through independent initiative (commended by the Principal, Nov 2025).

ICT Teacher

27 Nov 2017 – 19 Apr 2024

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

- Planned lessons and activities building basic to advanced computer skills for Grades 6–13.
- Invigilated and graded projects, quizzes, and examinations; tracked and communicated student progress.
- Managed the ICT laboratory and served as School Office Computer Administrator.
- Served as Treasurer of the School Development Committee.

ICT Lecturer & Web Developer

Sep 2015 – Nov 2017

Institute of Global Knowledge (Pvt) Ltd, Nintavur / Kalmunai, Sri Lanka

- Taught ICT for AAT Stage III students and delivered the Certificate in ICT programme.
- Served as a Pearson VUE Certified Test Administrator for CIMA online examinations.
- Designed, developed and maintained the institute website (www.igksln.com); monitored and tuned network performance and troubleshoot network issues.
- Acted as Resource Person for the Career Guidance Unit, running awareness programmes for school leavers and university freshers.

IT CONSULTANCY, WEB DEVELOPMENT & VOLUNTEER SERVICES

ICT Resource Person & Website Administrator

2025 – Present

Boston College, Kandy, Sri Lanka (Client)

- Engaged as ICT Resource Person and Administrator of the institutional website (www.bcstudy.edu.lk).
- Responsible for managing, maintaining and overseeing web infrastructure, and providing technical guidance and ICT resources for educational activities.

Website Designer & IT Consultant

2025

KEA Campus (Pvt) Ltd / Kekirawa English Academy, Kekirawa, Sri Lanka

- Designed, developed and continue to maintain the official institutional website (www.kea.lk), delivered within a short timeframe.
- Manage ongoing website maintenance, security, performance and data management, and execute requested updates.

WORKSHOPS & RESOURCE PERSON ENGAGEMENTS

- Lead Resource Person, "Workshop on Modern Teaching Equipment Handling" — Km/Km/Al-Ashraq M.M.V. (National School), Nintavur (30 June 2025); provided hands-on training to teaching staff on modern teaching equipment and interactive ICT tools.
- Resource Person / Trainee, New Reform Workshop for Grade 6 Information & Communication Technology — Zonal Education Office, Kalmunai (06–08 Nov 2025), held at ITDLH, Kalmunai.
- Conducted ICT seminars for the 2025 G.C.E. O/L examination batch — Km/Km/Al-Mina Vidyalaya, Nintavur.
- Selected participant, Teacher Digital Competency / Digital Education Technology Skills Development Programme conducted in partnership with UNICEF — Ministry of Education (2025).

EDUCATION

B.Sc. in Business Information Technology

Rajarata University of Sri Lanka — Specialization: Business Information Technology

Postgraduate Diploma in Education (Merit Pass, GPA 3.75)

National Institute of Education, Sri Lanka — Conferred at Convocation, 27 Dec 2023, BMICH Colombo

PROFESSIONAL MEMBERSHIP & ZONAL ROLES

- Professional Member, Computer Society of Sri Lanka (CSSL) | 2025 – Present (Member No. M2339).
- Member, Zonal Hardware and Network Support Team (HNST), Zonal Education Office, Kalmunai — active member for 2 years; conducts field visits, hardware troubleshooting and repairs, OS/software installation and configuration, and submits technical evaluation reports on school ICT infrastructure.

PROFESSIONAL QUALIFICATIONS & CERTIFICATIONS

- Microsoft Certified Professional (MCP)
- Certificate in Artificial Intelligence
- Certificate in Data Analytics
- Cisco Certified Network Associate (CCNA) Training
- Certificate in Level 1 of the Teacher Digital Competency Curriculum
- Certificate in Teacher Digital Competency Curriculum
- Diploma in ICT with Internet & E-mail Usage
- Diploma in Hardware Engineering
- Certificate in English
- Zonal Digital Education Technology Team — Member
- Certified Teacher Trainer

IT SKILLS & COMPETENCIES

- Operating Systems: Windows XP/Vista/7/10/11; Linux installation & configuration
- Productivity: MS Office Package (2007–2024)
- Databases: SQL, MySQL
- Web Development: HTML, CSS, PHP, JavaScript
- Design: Photoshop, Video Studio (Graphic Design)
- Hardware: Computer & laptop assembly and repair; software installation and configuration
- Security: Firewalls, major antivirus platforms; file and image recovery
- Other: QR code & barcode generation; classroom management & instructional technology; school treasury administration; institutional website design & administration

AWARDS & RECOGNITIONS

- Gold Medal, 14th National Level School ICT Championship (2022) — Creative Teachers' Competition, National First Place, Ministry of Education.
- 16th National Level School ICT Championship (2024) — Creative Teachers' Competition, Participant.
- Letter of Appreciation & Commendation, KEA Campus / Kekirawa English Academy (May 2025) — for website design, development and maintenance.
- Letter of Appreciation & Commendation, Km/Km/Addappallam Sahitha Vidyalaya (Nov 2025) — for establishing the school's ICT laboratory and securing a SmartBoard and 7 computer systems through personal initiative.
- Certificate of Commendation, Km/Km/AI-Ashraq M.M.V. (National School), Nintavur (2026) — for leading the Workshop on Modern Teaching Equipment Handling.

EXTRA-CURRICULAR ACTIVITIES

- Vice President, Rural Development Society (2022)
- Secretary, Rural Development Society (2019)
- Leadership Training Camp (2005)

LANGUAGES

- Tamil — Fluent
- English — Good working proficiency
- Sinhala — Good working proficiency

PERSONAL INFORMATION

Date of Birth: 11 June 1986 **Civil Status:** Married **Nationality:** Sri Lankan (Muslim)

Address: 190/2, Third Cross Street, Nintavur-06, Sri Lanka

Driving Licence No: A020185215 **Passport No:** N229035634

REFEREES

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