



AHAMED SAIYYAF

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Passport number – N8446177
Visa Status – Visit Visa

EXPERIENCE

Mahajana Group

Cashier (Full time basis)

Gampola , SL

14th august 2020 – 8th April 2024

- Collect payments whether in cash or credit
- Great customers when entering or leaving the store
- Resolve customer complains, guide them and provide relevant information.

Amana Takaful Insurance

Sales Advisor (Part time basis)

Gampola, SL

2rd of February 2022- 14th January 2024

Pallewela Hardware

Data entry Operator

Gampola , SL

January 2019 – July 2020

EDUCATION

British College Of Applied Studies (BCAS Campus)

Diploma in Business management

Kandy, SL

February 2017- July 2017

- Completed 5 modules out of 5 modules

British College Of Applied Studies (BCAS Campus)

Kandy, SL

January 2019 – September 2020

- **HND in Business management**
 - Completed 16 modules put of 16 modules

Virtual Business School

- Certificate In Computer Application Assistant (CCAA)

Gampola, SL

January 2021 – march 2021

GCE A Levels (2S)

August 2016

GCE O Levels (2A, 1B, 3C, 3S)

December 2019

IELTS Overall (06)

March 2024

ADDITIONAL INFORMATION & INTERESTS

- Excellent communication skills
- Experience in ability to analyst and interpret the complexities A very good team player
- Ability to work under pressure Adaptive and ability to multi task Excellent
- knowledge in computer Organizational Time Management Skills
- Knowledge of Basic Software and Database Structure Excellent and precise data entry and typing skills
- Proficient in Microsoft Office Suite and related software

I do here by certify that the above information are true and correct to the best of my knowledge.