



MOHAMED AFHAM AMEER ALI

I am a versatile and results-driven professional with extensive experience in travel consultancy, data entry operations, store management, and document control. Skilled in delivering exceptional customer service, maintaining accurate records, and streamlining administrative processes. Proven ability to adapt to diverse roles while excelling in organizational efficiency and team collaboration. Adept at utilizing technology to manage data and documents, ensuring compliance and precision in all tasks. Committed to contributing to organizational success through strong problem-solving, communication, and leadership skills.

CONTACT



Dubai, UAE



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COMPUTER LITERACY

- MS Office (Excel, Word, Access)
- Amadeus (GDS)
- Data Entry Softwares
- POS
- Oracle Operations
- Visa Apply

LANGUAGES

English: C1



Advanced

Hindi: A2



Elementary

Tamil: C2



Proficient

Arabic: C1



Advanced

ADDITIONAL INFORMATION

- WhatsApp: +94778606449
- Marital Status: Married
- Driving License: Sri Lanka Driving License
- Ethnicity: Sri Lankan Muslim

EXPERIENCE

Travel Consultant + Data Entry Operator

Skyone Travels - Batticaloa, Sri Lanka, Sri Lanka

08/2022 - 11/2024

- Client Consultation
- Booking & Reservations
- Travel Planning
- Customer Service
- Data Entry and Input
- Data Verification
- Updating and Maintaining Databases
- Filing and Document Management

Store Manager + Document Controller

Sports Corner - Batticaloa, Sri Lanka, Sri Lanka

10/2018 - 06/2022

- Overseeing Store Operations
- Staff Management
- Customer Service
- Sales and Target Achievement
- Document Management
- Compliance and Standards
- Distribution and Communication
- Version Control

EDUCATION

2022

BA Information Communication Technology

South Eastern University of Sri Lanka - Ampara, Sri Lanka

- IT Graduate
- GPA 3.14

2019

Licentiate Certificate

Irfaniyya Arabic College - Kekunagolla

2018

High-School Qualification

BT/Mehodist central College - Batticaloa, Sri Lanka

- Very Good Pass in G.C.E. Advance Level Examination
- Very Good Pass in G.C.E. Ordinary Level Examination