

Curriculum Vitae



MUSTAG MOHAMED



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Present Address: Dubai, UAE

Position Apply For: Cashier, Merchandiser and Any Suitable Job

Visa Status : Visit Visa

EXPERIENCE

- **Nolimit (Pvt) Ltd (Well-known Sri Lankan Biggest Fashion Chain)** 2016/10/15 – 2019/01/19
Cashier
 - ❖ Customer Service
 - ❖ Cash register transaction
 - ❖ Drawer balancing
 - ❖ Cashier audits & reports complaint Resolution
 - ❖ Dealing with sales invoices, income receipts and payments
 - ❖ Cash handling
- **Rainbow Fashion (Pvt) Ltd** - 2019/02/20 – 2024/07/25
Administration Assistant
 - ❖ Maintain office supplies inventory by monitoring stocks, anticipating requirements and placing orders when necessary for seamless day – to – day business operations
 - ❖ Collaborate with the management and other departments to recommend, develop and implement innovative organizational strategies to maximize business productivity
 - ❖ Gather and update office data in a regular and accurate manner, maintaining Well- organized records to respond swiftly to various administrative needs
 - ❖ Placed orders to vendors and processed invoices efficiently and accurately
 - ❖ Maintained productive phone and email correspondence with end users, colleagues and vendors

EDUCATION

- Vavunlya technical collage - AAT - 2015
- B/ Kattankudi Central Collage – Advanced Level (Commerce Stream) 2013
- A/ Kalawewa Muslim Central Collage – Ordinary Level 2010
- Esoft – Diploma in Computerized Accounting 2013

PERSONAL DETAILS

Name in full : Mohedeen Adumay Mustag Mohamed
Date of Birth : 13-01-1995
Nationality : Sri Lankan
Religion : Islam
Marital Status : Married

LANGUAGES

- ❖ English, Tamil and Sinhala

DECLARATION

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience ...

Mohedeen Adumay Mustag Mohamed