



MOHAMED MANSOOR MOHAMED MAFAZ

- STOREKEEPER -

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

Nationality: Sri Lankan

Visa Status: Tourist Visa

Work Start: Immediately

Contact

Phone

+971 555168850

Email

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Address

Al Satwa, United Arab Emirates
(UAE)

Education

2010

Certificate in Quickbooks Accounting
CA, Sri Lanka.

2005

Commerce - Advanced Level
Zahira College, Sri Lanka.

Expertise

- Supervision
- Quickbooks
- Financial Statements
- Inventory Control
- Cashiering
- Microsoft Office
- Teamwork

Language

English - Fluent

Tamil - Native

Hindi - Beginner

Sinhala - Native

Experience

○ Nov, 2022 - Jan, 2024

Royal Resort| Panadura, Sri Lanka.
Storekeeper

- Organized stocks and maintained inventory.
- Inspected products for defects and damages.
- Received and placed incoming inventory items appropriately.
- Daily sent the goods for kitchen area.

○ Feb, 2022 - May, 2022

Khan Bhoy (S) Pte Ltd | Tuas, Singapore.
Assistant Storekeeper

- Processed, packaged and delivered orders accurately.
- Organized stocks and maintained inventory.
- Inspected products for defects and damages.
- Received, unloaded and placed incoming inventory items appropriately.
- Checked, verified and filled customer invoices

○ Jun, 2007 - Sep, 2021

Aluthgama Investment Fund Pvt Ltd | Dharga Town, Sri Lanka.
Accounts Assistant

- Maintained the Accounts in Quickbooks.
- Prepared and Maintained the Financial Reports, Staff Salaries and EPF/ETF.
- Attended and Solved the inquiries of Income Tax and EPF/ETF matters.
- Supervised and Controlled the Inventories.

○ Nov, 2005 - May, 2007

Aluthgama Investment Fund Pvt Ltd | Dharga Town, Sri Lanka.
Cashier

- Collected the payments from customers and issued the receipts.
- Maintained the cash register and customers files
- Prepared the daily collection reports.
- Customer care.

Reference

Nilushan Rusiru

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