



AHAMED MUNSHIF

Personal Profile

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

Working Experience

- ✚ Worked as an **Office Assistant** at **Abdullah Abdulghani & Bros. CO. W.L.L** in **Doha, Qatar.** (Jan 2022 – Oct 2022)
- ✚ **02 years** working experience as an **Office Assistant** at **Granton Direct Marketing International (Pvt) Ltd** in **Batticaloa, Sri Lanka.** (May 2019 – July 2021)

Professional Qualification

- ✚ completed **HND in Business Management** at **ESOFT Metro Campus, Batticaloa.**
- ✚ Successfully completed **NVQ Level – 03 in Computer Application Assistant** at **Vocational Education Commission.**
- ✚ Successfully completed **Professional Diploma commission in Information Technology** at **My Soft, Kattankudy.**

Educational Qualification

- ✚ Successfully completed **G.C.E O/L Examination.**

Personal Details

- ✚ **Full Name** : **Mohamed Riyas Ahamed Munshif**
- ✚ **Date Of Birth** : **11th May 1999**
- ✚ **NIC No.** : **199913203759**
- ✚ **Passport No** : **N8359512**
- ✚ **Gender** : **Male**
- ✚ **Civil Status** : **Single**
- ✚ **Nationality** : **Sri Lankan**

Declaration

I hereby certify that the particulars given by me are true and accurate to the best of my knowledge.

Ahamed Munshif

Contact No.

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E-Mail:

Address

25/27, Sareef Hajee Lane,
Kattankudy-03,
Batticaloa, Sri Lanka.

Languages

English : Fluent
Tamil : Fluent
Sinhala : Good

Skill Highlights

- Sales & Marketing Skills
- Computer Skills
- Customer service skills
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused
- Hardworking