

HUSSAIN MOHAMED NILUFAR

Looking for (Jobs): I Admin Officer I Operation Executive I Mid- Level IT officer I Cash Controller

+974 70842350

E-mail: hussainnilufar3@gmail.com

Doha Qatar

Dear Hiring Manager,

I am writing to express my interest in a suitable position within your esteemed organization in the areas of administration, HR, or IT support. With over three years of professional experience and a strong academic background in Business Administration, I bring a solid combination of financial knowledge, technical skills, and administrative efficiency.

In my previous role as an Accounts Officer at TATA Enterprises, I managed daily financial transactions, prepared reports, and supported audits using Tally ERP. My earlier experience as an IT Admin further enhanced my technical skills, including system setup, troubleshooting, and documentation. These roles have helped me develop a versatile skill set and a proactive work ethic.

I am highly organized, detail-oriented, and a quick learner, with a proven ability to work well in team environments. I am fluent in English and Tamil, with basic conversational skills in Sinhala and Hindi, making me well-suited for diverse workplace settings.

I hold a transferable Qatar residence visa and am available to join immediately. I would welcome the opportunity to contribute to your team and would be grateful for the chance to discuss how my experience aligns with your needs.

Thank you for your time and consideration.

Sincerely,



Hussain Mohamed Nilufar

HUSSAIN MOHAMED NILUFAR



Najuma ,Doha Qatar .

Mobile No & WhatsApp :

+974 70842350

E-mail: hussainnilufar3@gmail.com

(Qatar Residence Visa – Transferable)

PERSONAL DETAILS

- Gender: Male
- Date of Birth: 21/01/1998
- Civil Status: Married
- Nationality: Sri Lankan
- Driving Licence : Yes (Sri Lanka)
- School Attended: Zahira College ,Puttalam & Hindu College Jaffna (Sri Lanka)

LINGUISTICS

- ⇒ English (Proficient)
- ⇒ Tamil (Native)
- ⇒ Sinhala (Basic Conversational)
- ⇒ Hindi (Basic Conversational)

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PROFESSIONAL SUMMARY

Results-driven Business Administration graduate with 3+ years of experience in accounting and IT support. Proficient in financial reporting, bank operations, and Tally ERP. Skilled in software installation, troubleshooting, and network management. Strong communication and organizational abilities, focused on streamlining processes and supporting strategic decisions.

ACADEMIC ACCOMPLISHMENT

Completed **Bachelor of Arts (Hons) in Business Administration**, at (Affiliated to University of Bedfordshire) Sri Lanka Institute of Information Technology (SLIIT) ,Sri Lanka

October 2020 — September 2021

Admission No: 2013314

Major Subject Offered

Business Finance | Strategic Management for Business | Management and Administration of Project and Operation | New Advancement in Business

Completed **BTEC Higher National Diploma in Business Management** (Awarded body Pearson. United Kingdom)

July 2017 — July 2019.

Pearson No. -JF23440

Subject Offered

Business and the Business Environment | Marketing Essentials | Human Resource Management | Financial Accounting | Management and Operation | Management Accounting | Managing a Successful Business Project | Business Law | Research Project | Organization Behavior | Business Strategy | Pitching and Negotiation Skills | Global Business Environment | Operations and Project Management | Understanding and Leading Change

WORK EXPERIENCE

Worked at TATA Enterprises , at Jaffna Sri Lanka , (January 2023 to July 2025)

Job Role : Accounts Officer

Responsibilities:

- Recorded daily financial transactions using Tally ERP.
- Prepared monthly, quarterly, and annual financial statements.
- Managed bank activities including cheque processing and cash deposits.
- Monitored accounts payable and receivable to ensure timely payments.
- Assisted in budgeting and financial forecasting.
- Ensured compliance with statutory regulations and company policies.
- Coordinated with auditors during audits and prepared necessary documents.
- Managed petty cash and expense reimbursements.
- Assisted in payroll processing and employee benefits accounting
- Reviewed and reconciled general ledger accounts monthly

HUSSAIN MOHAMED NILUFAR

SKILLS & EXPERTISE

Professional

- ⇒ Professional Researcher
- ⇒ Professional Business Person
- ⇒ Excellent Communicator
- ⇒ Dynamic team player

Personal

- ⇒ Organizing and Leadership skills.
- ⇒ Team-player skills & Effective communication skills
- ⇒ Well organized and detail orientated.
- ⇒ Drive and desire to succeed.
- ⇒ Sound decision-making skills.

AREAS OF EXPERTISE

- ⇒ Research and Development
- ⇒ Business Management & Accounting
- ⇒ Purchasing & Negotiation Skills
- ⇒ Staff Management
- ⇒ Leadership & Team handling
- ⇒ Continuous Process Improvement
- ⇒ Professional Document Preparation

Worked at Ceylon College of Applied Studies (CCAS), Welgama, Sri Lanka. (August 2019 to May 2022)

Job Role : IT Admin at (January 2020 to May 2022)

Job Role : Trainee System (IT) Admin (August 2019 to January 2020)

Responsibilities:

- Install and configure the software.
- Troubleshoot issues.
- Monitor performance and maintain systems according to requirements
- Manage network servers and technology tools
- Documenting processes, as well as backing up and archiving data.
- Creating user accounts and performing access control.
- Monitor system performance.
- Study software configuration
- Practice how to install OS and Formatting
- Preparing official letters/documents in Microsoft Office
- Study company administration and operations.

I hereby certify the aforementioned Particulars are true and correct to the best of my knowledge and beliefs.



Hussain Mohamed Nilufar

NON-RELATED REFEREES

Dr. Basheer Riskhan

Dean

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Mr. Ameer Hamza Hibraz

IT Manager

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