



MJ. SULFIKAR AHAMED

Phone - +974-31201041

Email - sulfiking437@gmail.com

Location - Doha-Qatar

PERSONAL DETAILS

- * Gender – Male
- * Nationality – Sri Lankan
- * Civil Status – Single
- * Passport – N10147273
- * Visa Status - Qatar ID with NOC

SKILLS

- * Good Computer Literacy
(MS Office Package, Photoshop & System Operate)
- * Good Knowledge of Data Entry System
- * Handling the Monthly Stock Report and Submitting to GM
- * Fluently Speaking Skill with Customers

LANGUAGES

- * English
- * Tamil
- * Sinhala

CAREER SUMMARY

I have more than 2 years excellent professional Experiences in Sri Lanka. Data Entry for food distribution records, monthly stock report preparation and payment follow up with customers. My skills shall be utilized for continuous growth of advancement of the organization.

WORKING EXPERIENCE

TMA Typing Center in Sri Lanka, Colombo

Period – From Jun 2021 To Dec 2021

Position – Receptionist

S & T Brothers in Sri Lanka, Katankudy

Period – From Jan 2022 To Present

Position – Accounts Secretary

EDUCATION

- * G.C.E Ordinary Level pass out Year 2019 in Sri Lanka
- * G.C.E Advance Level pass out Year 2021 in Sri Lanka (Subject – Mathematics/Commerce)
- * Cambridge Assessment Key English Test with Grade C
- * Assured Diploma in English at E-soft Metro Campus is a Pearson Assured Organization with Merit Grade
- * Diploma in English
- * Diploma in IT (Information & Technology)

SOCIAL ACTIVITIES

- * Sahodara Pasala Programmed Organized by Ministry of Education on 2018
- * Voluntary Participation for Prevention of Covid-19 with the PSP Social Service Organization on 2020
- * Shramadana "Towards Clean City" Organized by Urban Council with the co-operation of Community on 2021