

ABDUL MUNAF MOHAMED ASJATH

PASSPORT NUMBER: N6940473

E-mail: asjathmuhammadh@gmail.com

DATE OF BIRTH: 1996/04/22

Qatar, Doha, Madinah Khalifa South : Mobile Number: 66928404

I HAVE NOC AND TRANSFERABLE ID.

Nationality: Sri Lanka

[Linkedin.com/in/Mohamed-Asjath](https://www.linkedin.com/in/Mohamed-Asjath) [facebook.com/Mohammed Asjath](https://www.facebook.com/Mohammed-Asjath) [Instagram.com/Asjath Munaf](https://www.instagram.com/Asjath-Munaf) [twitter.com/ Mohammed Asjath Abdul Munaf](https://twitter.com/Mohammed-Asjath-Abdul-Munaf)

OBJECTIVE

I am a graduate in Bachelor of Business Management in Project Management (BPM) at Vavuniya Campus of the University of Jaffna (UOJ). I am an energetic young person with friendly, Generous, Curious, Good Interpersonal & Communication skilled person. I love meeting new people & learning new things. I consider myself to be a people person. I am adaptable to new situations and changing environments. I can undergo an untold hardship & work with good team spirit to achieve target.

WORK EXPERIENCE (4 YEARS EXPERIENCE)

Worked as a **HR and Admin Officer** at **Shagiliniya Company** and **DVK Home and Construction**.

➤ RESPONSIBILITIES:

- Create, organize, and maintain controlled documents and assign document numbers and version control identification.
- Manage office operations including Supplies, logistics, and vendor coordination.
- Organize and maintain physical and digital records of client documents.
- Assist with preparing documents for government submissions and internal use.
- Ensure smooth communication with employees and timely resolution to their queries.
- Review loan documentation, preparation of loan conditions and follow up with the relationship managers.
- Understand and participate in business continuity management activities.
- Prepare reports, letters, and administrative assistant.
- Organize meetings, schedules, and internal communications.

PROFESSIONAL QUALIFICATION

- I have successfully completed Diploma in "PRO/AO".
- Diploma in Data Base Management system (DBMS).
- I have successfully completed "MS OFFICE" at Global College.
- Diploma in English at Jeffwoolar Educational Institute.

EDUCATIONAL QUALIFICATION

- **DEGREE OF BACHELOR OF BUSINESS MANAGEMENT IN PROJECT MANAGEMENT**
- **COMPLETED THE AL-ALIM, SECONDARY ISLAMIC AND ARABIC EDUCATION**
- **GCE ADVANCED LEVEL – Qualified (2016)**
- Arabic, Islam Civilization, & Political Science (Result accordingly – A, A, B)
- **GCE ORDINARY LEVEL – Qualified (2014)**
- History, Islam, Arabic, Health Science, Arabic Literature, English, Tamil, Mathematics, Science. (Result accordingly – A, A, A, A, A, B, C, S, S)

ACHIEVEMENT AND ACTIVITIES

- Member of the Football team of the Vavuniya Campus University of Jaffna.
- Successfully completed a youth development program (YDP).
- Successfully completed a human resource development program (HRDP).
- Worked as the batch representative of the students' union in the Vavuniya campus of the University of Jaffna.
- Member of Vavuniya Toastmasters' Club.
- Abdul Majeed Academy participated seminar Organized at Puttalam.
- Exco board member of All University Muslim Students Association (AUMSA).
- Participated in Sports and Cultural at the Faculty of Business Studies Vavuniya Campus of the University of Jaffna.
- Participated in Sensitization Program me for Students on by the Education and Research Committee of the Center for Gender Equity & Equality, University of Jaffna.
- Participated in the One Day Workshop on Career Guidance by Amazon College and I Soft College of ICT Education.
- Selected as a Volunteer at the International Human Rights Commission.

PERSONAL SKILL

- Communication
- Creativity
- Grasp New Technologies Quickly
- Hardworking, Leadership
- Negotiation, Quick Learner
- Data Entry
- Customer Service
- Problem Solving
- Computer Skills
- filing systems
- Organization Skill
- Reliability
- Teamwork
- Time Management

KEY STRENGTHS & SKILLS

- Ability to Communicate Well and Sharing Ideas to Solve Problems.
- Ability to Work Under Pressure
- Willing to Take Responsibility.
- Computer Literacy
 - ✓ Basic Principle of Computing.
 - ✓ Windows Operating System Win98,2000, XP, Vista, 07
 - ✓ Microsoft Office (2010,2011)
 - ✓ Fast Handle of Computers with Microsoft Windows and Microsoft Office.

TEAM – BUILDING ● ● ● ● ●

COMMUNICATION ● ● ● ● ●

LEADERSHIP ● ● ● ● ●

IT ● ● ● ● ●

PROBLEM SOLVING ● ● ● ● ●

INTERPERSONAL SKILLS ● ● ● ● ●