



B.A.Fathima Bushra

No.191/2,Sri Saddarma Mw,

Maligawatha,Colombo-10.

Mobile No:0774000551/0752812107

Bafbushra5@gmail.com.

CAREER OBJECTIVES

To build a long term career in dynamic company that will allow the growth and application of my academic and professional skills while offering adequate opportunity for personal development based on skills, experience and dedication.

EDUCATIONAL QUALIFICATIONS

- ❖ Passed **G.C.E (O/L) & G.C.E (A/L)**

PROFESSIONAL QUALIFICATIONS

- ❖ Satisfactorily Completed **Certificate Level Programme in Computer Awareness at I.S.S** Computer System
- ❖ Successfully Completed **Diploma in Auto Cad and Drafting.**
- ❖ Fluent both in Tamil and English typing.

WORKING EXPERIENCES

- ❖ I have completed Training at Nazeetha Construction Company For Six Months.
- ❖ Recently working as a **Teacher** at NMWA on weekend days.
- ❖ I have worked as a **salesgirl** at Lover's Shop.
- ❖ I have worked as a Office Assistant at Minka Travels in Colombo for a period of three months.

EXTRA CURRICULAR ACTIVITIES

- ❖ I was a **Vice President** of Muslim Majlis at school
- ❖ I have served being a **member** in Tamil Society
- ❖ I have been a **member** in the society for Information Technology
- ❖ I was an active **member** in Environmental Society at school

Language Fluency

- ❖ Excellent Knowledge in all three languages; English, Tamil & Sinhala in both skills; Writing and Speaking

PERSONAL SKILLS

- ❖ Team work and good communication skills
- ❖ Reliable attendance and punctuality
- ❖ The ability to perform occasional duties perceiving the right situation
- ❖ Strong vision and qualities of activities in performing duties and responsibilities
- ❖ Confidence, composure, under pressure and assertiveness
- ❖ Time management
- ❖ Analytical and problem- Solving skills

PERSONAL DETAILS

Full Name : **BASHEER FATHIMA BUSHRA**
Address : No: 192/2, Sri Saddarma MW, Maligawathe, Colombo-10
Date of Birth : 1992-07-26
Sex : Female
Nationality : Sri Lankan
Race : Muslim
NIC.No : 927081288V
Schools Attended : Co/Fathima Muslim Ladies College.

REFEREES

Mrs.K.M.Ibrahim
Teacher.
Fathima Muslim Ladies College
Colombo
0718560120.

Shanaka Fernando K.A.P
Lecturer.
CADD Center Lanka
0776625722.

I do hereby declare that the above particulars submitted by me are true and accurate to the best of my knowledge. If I am selected to your establishment, I can assure that I shall discharge all my duties to meet your entire satisfaction.

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Date

Signature