CURRICULUM VITAE

Name **:** Adnan Mustafa

Address **:** #1B/9, “Zahra Manzil”, Kanakaratna Place,

Laxapatiya, Moratuwa, Sri Lanka.

Telephone Numbers **:** 077–6490296, 077–2638434, 2638434.

Email Address **:** [adnanmqh1974@gmail.com](mailto:adnanmqh1974@gmail.com)

Date of Birth **:** 19th, April, 1974.

Gender **:** Male

Religion **:** Islam

Identity Card Number **:** 741101610V

Driver’s License Number **:** A001842571

Nationality **:** Sri Lankan

Education **: –**

Studied Diploma in Computers at (N.I.I.T.)**:** – National Institute of International Technology.

**:** – #754, Adamaly Place, Colombo – 04, Bambalapitiya.

Studied Diploma in Computer Graphic Designing **:** – I.T.Solution.

Studied Diploma in Computer Graphic Designing **:** – Turnkey Systems

1. Macromedia Flash
2. Adobe Photoshop
3. Adobe Dreamweaver
4. Adobe Audition
5. Adobe Premier

Certificate of Participation **:** Completion of Topics in Psychology Workshop held 21st March, 2015 at

Metropolitan College.

Professional Work Experience **: –**

Worked in M.S.Hebtulabhoy & Co. Ltd. as Family Executive in the Transport Department, Insurance, Marketting Department, Tea Stores, Computer and Accounts.

Later I was on my own in sales of Avalon paper.

Perks**:**–

Company Vehicle, Petrol and Medical allowance.

Fluent Languages**: –**

* English
* Gujrati
* Hindi
* Sinhala

Interest in Sports**:** –

* Swimming
* Football
* Badminton

Knowledge in Accounts (Work Experience) **: –**

1. Ledger Accounts
2. Trial Balance
3. Trading, Profit and Loss Accounts
4. Balance Sheets
5. Cash Book
6. Petty Cash Book
7. Departmental Accounts
8. Balance Sheet for Departmental Accounts

References **:** 1. Mr. S. Vijeya Kumar P. Jayaseelan

Shayee Electricals

# 43, Galle Road, Dehiwala.

Mobile – 077 – 651 9393

2. Mrs. K. Salgado

HR Consultant

# 5, Basil Housing Scheme,

Kanakaratna Place.

Laxapatiya,

Moratuwa.

Mobile – 0777 – 260 460