**CURRICULAM VITAE OF-MOHAMED BADURDEEN MOHAMED IMSAN**

****

**Name :-B.D.M.Imsan**

**Current Address:-Wannikudawewa,Galgamuwa,Srilanka.**

**Mobile No :- +94767774452/+94375870906**

**E-mail :-imshan347@gmail.com.**

**Gender :-Male.**

**NIC :-930981311V**

## Subject: Submission of Personal History Form — CV

Please find below my personal History Form (CV) detailing my education and the work experience. My CV is self-explanatory and considered for present and future openings. I am keen on updating my professional knowledge and upgrading my professional skills in the field of **Accounts.** Given my Education and Experience gathered to date, I am interested in applying for the above position

## PERSONAL PROFILE:

A dedicated, hardworking, *and* innovative instructor who strives to help all others to obtain his or her very best, and supports colleagues and administration by helping create an atmosphere of mutual respect and open where education takes place.

## SKILL *&*ABILITES:

Leadership skills

I have the ability to motivate people around me and adapt to challenging situations. You would also find me a good team player with an outgoing personality and able to bring out the best in others.

## Communication skills & Interpersonal relationship skills:

I believe I possess good communication and listening skills in dealing with different people. I am sensitive to the needs and feelings of others and able to work under pressure to meet work requirements and deadlines.

## Organizing and planning skills:

Having gained valuable experience in dealing with people & I am confident in my planning skills and in my ability to organize and plan events.

## PERSONAL DETAILS:

|  |  |
| --- | --- |
| Name with Initial :-B.D.M.Imsan.  Date of birth :-07/04/1993  Age :-22  Nationality :-Sri Lankan  Religion :-Muslim  Marital status :-Single  Gender :-Male.  National ID Number : 937002459V |  |

### ACADEMIC QUALIFICATION:

* **General Certificate of Education Ordinary Level Passed — 2009**

|  |  |  |
| --- | --- | --- |
| • | English | B |
| • | Religion | A |
| • | Tamil | C |
| • | Mathematics | S |
| • | History | C |
| • | Science | S |
| • | Tamil LItLllLllllllLLitLiLLiterature | S |
| • | Sinhala | C |
| • | Agriculture | S |

* **General Certificate of Education Advance Level Passed - 2013 Puttalam Zahira National College**
* Business Studies C
* Economics S
* General English S
* General Knowledge 47

### PROFFESIONAL QUALIFICATION

### Result of AAT 1st stage (Association OF Accounting Technicians of srilanka) Examination.

* Basic accounting -C
* Economics - C
* Business studies - C
* Business communication - C
* I have successfully completed Microsoft office & Photoshop & Adobe premiere course.
* I have successfully completed Accounting package Course in British college.
* I have successfully completed Diploma in English course in open university.
* I have successfully completed graphic designing course in open university.
* I have successfully completed Internet & E-Commerce Course in Amazon Lanka.
* Currently following 2nd stage of AAT.

### LANGUAAGE SKILLS

* Mother Tongue Tamil.
* Second Language Sinhala - Capable of writing, reading and speaking fluently.
* International Language English - Capable of writing, reading and speaking fluently.

### Working experience

* I have worked as a CUSTOMER CARE for one (1) year in Qatar.
* I have experience worked as a cashier in a dress shop in srilanka.

So I am having more confident to work well in a good business Environment on my own skills and I am sure that I will obey the rules and regulation of the company.

**1. Non Related Referees**

**Mr. : - Mohammed Mansoor Mohammed Mafras.**

**Position :-Administrative officer.**

**Address :-Qatar Oxygen company (QOC), Street 41, New Industrial Area,**

**Doha - Qatar**

**Phone no: - +97477287573**

**Email : -** [**mmmmafras@gamil.com**](mailto:mmmmafras@gamil.com)

**2. Non Related Referees**

**Mr. :-Abdul CafoorNawfanMohamedi.**

**Position :-Account Assistant.**

**Address :-No: 78 Anamaduwa roads, Galgamuwa, Srilanka.**

**Phone no :-+94774626495.**

**Email : -acmnawfan@gmail.com.**

**I do hereby declare that the above mentioned particulars are true and correct to the best of my knowledge.**