**CURRICULUM VITAE**

**SHAKIR AHAMED**

A13/5, Dumbuluwawa,Hemmathagama

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0094352257117, 0094778849964,0094783447550

**Profile**

* Self motivated, adaptable, conscientious and enthusiastic person with well developed IT skills combined with a flexible attitude to work.
* Strong team-player skills developed through work in retail and group activities.
* Good organizational skills developed in a variety of deadline orientated situations.
* Get on well with people at all levels, easily making good working relationships.
* Have good presentation and communication skills.

**Professional Qualifications**

* Following **BBA (General)** (1st Year) at The South Eastern University of Sri Lanka – Olivil 2012
* **Diploma in Computer Hardware Engineering with Networking** at Turnkey, Colombo in 2006
* Completed **Diploma In Marketing Management** at Americann Business Academy (ABA) in 2005 Sri Lanka
* Completed **Diploma In Computer Studies** at Americann Business Academy, Colombo 2003
* Complete **in Custom House Agent and Wharf Assistants** at Sri Lanka Customs Colombo in 2003
* Completed Certificate In Computer Application at SCT Institute, Kegalle in 1999

* **G.C.E Advanced Level (Commerce stream)** – 2002 (Index No: 8204462)

|  |  |
| --- | --- |
| **Subject** | **Grade** |
| Accounting | S |
| Economics | S |
| Business Study | S |
| English | S |

* **G.C.E Ordinary Level –** 1998 (Index No: 8245188)

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| --- | --- |
| **Subject** | **Grade** |
| Sinhala | S |
| Islam | D |
| Tamil Lang/LIT | C |
| Mathematics | S |
| Commerce | S |
| Science | C |
| Social Studies | C |
| English | C |

**Educational Qualifications**

**Experience**

* **Sales and Documentation Executive** Nagoor Pitchai Transporters Ltd Colombo (CASA Shipping Agent) Since November2002 to august 2008. Role of the duty is, handling each an every customers with data base, collecting their shipment documents start to ending process, like colleting documents preparing custom entries delivering goods and Invoices, finally collecting payments from the customer with their kind presence.
* **Sales Executive** Landmark Group of company in Saudi Arabia.from 2008 November till 2011 august, (NEWLOOK Brand) In that period I got experience in Inventory, Cashiering , Customer Relationship post sales marketing
* Presently working as a **Sales Supervisor** Auto mobile industry New Multi Motors Kandy. Set sales target for every month. Handling government related documents , credit sale and arranging leasing facilities ect….

**Personal Details**

* Full Name : Mohamed Saleem Shakir Ahamed
* Date of birth : 09th March 1983
* Nationality : Sri Lankan
* Gender : Male
* N.I.C No : 830691510V
* Passport No : N1864592
* DL Sri Lanka : A012402942
* DL Saudi Arabia : 2929914 Expiry on 10th May 2019
* Civil Status : Married
* School attended : Al-Azhar M SDS, Hemmathagama.

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| --- | --- | --- | --- | --- |
| **Languages** | **Reading** | **Speaking** | **Listening** | **Writing** |
| Tamil | Fluent | Fluent | Fluent | Fluent |
| Sinhala | Fluent | Fluent | Fluent | Fluent |
| English | Fluent | Fluent | Fluent | Fluent |
| **Arabic** | **average** | **Good** | **Good** | **average** |
| **Hindi** | **No** | **Good** | **Good** | **No** |

**Non-Related Referees**

Mr.M.M.M.Mazeer Mr. M.S.M.Zahir

Managing Director Lawyer,

NPT LTD Aluthkada court,  
Colombo 12. Colombo

Tel : +94777673953 Tel : +94777578108

Email: nagoopt@sltnet.lk

I hereby certify that the above information is correct and complete to the best of my knowledge & belief.

Shakir Ahamed Date