**CURRICULAM VITAE**



**MOHAMED AL-MUSHRIF**

**#06, Godapola Road, Matale, (21000)**

**Sri Lanka.**

**Contact No : +94773000255/ +94754440711 E-mail : muhammed.al.mushrif@gmail.com**

**Career Objective:** To build a respectable creative & challenging career in the field of Customer Care & Information & Communication Technology

**Educational Qualifications**

***Passed in General Certificate of Education Ordinary Level 2010 (English medium)***

***Faced General Certificate of Education Advance Level 2013 (Commerce English medium)***

**Other Educational Qualifications**

***Successfully followed following courses***

1. **Diploma in Information Technology**
2. **Information Technology Tools**
   * + Microsoft Office Package 2007, 2010 & 2013
     + Internet & E-mail
     + Photoshop
     + Coral Draw
3. **Following Diploma In Business Management**

**Working Experience**

1. **Presently working as a Customer Service** @ Al Aina International (Pvt) Ltd. in Matale, Sri Lanka.

Response: Prepare the Shift End Report (Accounts), Keep records of Customer in PC, E-Mail, update the website [www.alaina.lk](http://www.alaina.lk) & Customer Care, Always Communicate with the Customer, Greeting to Every Customer in the Beginning and the End, ect…

**Personal Profile**

* Excellent communication & interpersonal skills.
* Able to communicate in English, Tamil, and Sinhala.
* High Personal integrity and able to relate to and create trust in all.
* Dependable and reliable in supporting and enabling, able to motivate and communicate to achieve exceptional business performance.
* Highly articulate, confident and persuasive team- builder, able to motivate and communicate to achieve exceptional business performance.
* Very good experience in documentation.

**Personal Details**

*Name in Full : Abdul Saleem Dhaniyal Abdul Nayeem Mohamed Al-Mushrif*

*Permanent Address : #06, Godapola Road, Matale,*

*Sri Lanka.*

*Date of Birth* ***:*** *01/01/1995*

*Age : 19*

*Nationality* ***:*** *Sri Lankan*

*Religion : Islam*

*Civil Status*  ***:*** *Single*

*Gender* ***:*** *Male*

*Passport No. : N3450711*

*N.I.C No. : 950014210V*

*Contact No.* ***: (****+94)75-4440711, (+94)77-3000255*

*E-Mail : muhammed.al.mushrif@gmail.com*

*School Attendance : Al-Hamra English School, Matale. (Grade 1 – 5)*

*Greenwood College International, Matale. (Grade 6 – O/L)*

*St. Thomas College, Matale. (Advance Level)*

*Language Skills : English, Tamil, and Sinhala.*

In the View of the above Particulars please consider this Application and give me an opportunity in your esteemed organization. If given a chance, that I would carry out my duties to your entire Satisfaction. I do hereby certify that the information given above are true and correct to the best of my knowledge.

Thank You.

Yours faithfully,

**Date:…./…./………** **………………………………**

Mushrif