**SAHIBUDEEN S.M**

**+94776399961**

**KOLLANDALUWA, KADIGAWA, NIKAWERATIYA, KURUNAGALA.**

[**SAIFUDEENIMANISR@GMAIL.COM**](mailto:SAIFUDEENIMANISR@GMAIL.COM)

**OBJECTIVE**

**Seeking a job in HR &office administration, where I can execute it with all the responsibilities to the very best of my ability with a desire to grow along with a progressive organization.**

**CAREER SHAPSHOT**

* **3.9yrs experience office administration &HR.**
* **Highly developed interpersonal skills.**
* **Multi-tasking with good concentration.**
* **Self-motivated with the ability to coordinate daily office functions**
* **Knowledge of computer operation**
* **People management skills.**
* **Positive attitude**
* **Willing to learn new function and responsibilities.**

**EXPERIENCE**

**LIFE LINE TRADING & CONTRACTINGCO. W.L.L, DOHA, QTAR**

ACCOUNTANT (from june-28, till data)

**ROYAL COLLEGE, COLOMBO10**

(oct 2009 June 25,2010)

**CONFIDENTIAL ASSISTANT FOR PRINCIPAL**

* Planning &managing daily activities
* Managing internal &external communications

DATE Signature