**CURRICULUM VITAE**

**MOHAMED RAMIS MOHAMED RIFAD**

107, Maligawattha Place, Colombo-10.

Email: rifadramis@Yahoo.com

Mobile-:075-5059312/076-8575117

**Personal Details**

NAME IN FULL : Mohamed Ramis Mohamed Rifad

SEX : Male

DATE OF BIRTH : 31ST December 1988

NATIONALITY : Sri Lankan

MARITAL STATUS : Married

N.I.C NO : 883660846 V

SCHOOL ATTENDED : Zahira College – Colombo

LANGUAGE ABILITIES : English, Sinhala & Tamil

**Academic & Professional Qualification**

* Presently Following Diploma in Financial Accounting course at Aquinas College.
* Successfully completed a Diploma in MS Office at T.C.T.I Institute.
* Followed a Diploma in English course up to the final step of Aquinas College.
* Successfully Completed A Diploma in Graphic Designing Course at N.C.C.S Institute.
* Successfully Completed Computer Fundamentals and Functional Skills at SLANA Teaching Center.
* Successfully Passed G.C.E. Advance Level (2007) in Commerce Stream.(Sinhala Medium)

**Subject** **Grade**

Business Studies S Economics S

Accounting S

English S

General Common Test 50 Marks

* Successfully passed G.C.E. Ordinary Level (2004) (Sinhala Medium)

**Subject** **Grade**

Sinhala C Islam B

Mathematics S

English S

Commerce & Accounts S

Social Studies C

Tamil A

**Working Experience**

* Presently Working as an Account Assistant at Multisonic Trading Company (Pvt) Ltd.
* Handling Petty Cash Account, Monthly Customer Outstanding Report.
* Customer Invoice Preparing, Monthly Customer Cheque Statements

And Bank Reconciliation.

* Worked as a Computer Operator at J.K.Distributors (Pvt) Ltd. (2008-2009)
* Worked as a Cashier Cum Accounts Clerk at the Colombo Picture Palace

(Pvt) Ltd. (2009-2011)

- Handle Day Book and Cash Book.

- Handle Petty Cash and Cashiering

* Worked as an Account Assistant at Cell Com (Pvt) Ltd. (2011-2012)

- Handle Cash book and day book

- Handle Petty Cash book and Cheque Register

**Sports & Extra Curricular Activities**

* Participated and won places in several “Do you know” contest and competitions.
* Engaged in Social Works.
* Member of the college Commerce Society.

**Referees**

M.A Safras Mohamed

Finance Executive

Duo Software (Pvt) Ltd

403, Galle Road, Colombo-03.

Mobile: 077-2174099

Gen: 011237500

Yasmin Shakir

Assistant Manager – Group HR Metropolitan Group of Companies 85, Bray Brooke Place,

Colombo-02, Sri Lanka

Mobile: 071-4020628 Gen: 0112437797

I do hereby certify that the above particulars are true and accurate to the best of my knowledge. If I get an opportunity I will discharge my duties to your entire satisfaction to your company.

Date: - ……………………….

Signature