



Zainul Irfan Mohamed Mushfique

165/3, Munthaza, Doha, Qatar

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Career goal

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

Personal Profile

- A motivated & talented diploma from the University of Colombo specializing in the field of Journalism.
- Possesses good interpersonal & communication skills (Tamil, Sinhala & English).
- A team player and willingly take responsibility & leadership.

Professional Qualifications

- AAT Level 2 (Assistance of Accounting Technician).

Academic Qualifications

- **University of Colombo**
 - Undergraduate Dip Diploma in Journalism.
 - Passed practical English course of Royal Institute.
- **New Manse Collage Mawanella (2002-2005).**
 - General Certificate of Education (G.C.E. Advanced Level) commerce stream in year 2005.
 - General Certificate of Education (G.C.E. Ordinary Level) in year 2002.

Career Profile

Employer : **KHANZA TRADING COMPANY**
155, Messenger Street, Colombo 12
Period : January 2006 to July 2010
Designation : Assistant Accountant & Inventory Control Associate.

Roles & Responsibilities

- Day to Day Book Keeping.
- Bank reconciliation, and handling Computerized Inventory Controlling & Accounting jobs.
- Preparing the month's salary scale of the company.
- Experience in Cash Book Updating and Computerize Inventory Controlling.

Employer : **Fazmina Trade Exchange (Pvt) Ltd.**
121-1/1, Maligakanda Road, Maradana, Colombo 10, Sri Lanka.
Period : 2010 June to 2013 March
Designation : Assistant Accountant & Documentary updating (Data entry operator).

Roles & Responsibilities

- Preparing Day Book Accounts
- Preparing Pay sheet of every month
- Bank Reconciliation and maintaining Dollar Accounts.
- Developing Claim reports for the recovery of exchange.
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Employer : **Village Trading Group**
C Ring Road, Doha.
Period : 2013 June to 2018 June
Designation : Account Clerk.

Roles & Responsibilities

- Day to Day Book Keeping.
- Handling Computerized Inventory Controlling & Accounting jobs.
- Data collecting & Updating for receivable accounts.
- Experience in invoices & Bills Updating.
- Statements weekly report to the in charge of the department.

Technical Proficiency

Computer Literacy:

Operating Systems	:	Windows XP/vista
Packages	:	Microsoft Office (Microsoft Excel, Microsoft Power point, Microsoft Word, Microsoft outlook). Internet & E-mail. Computerize Accounting Package. Diploma in Graphics Designing Diploma in computer hard wear
Database	:	CCN Networking certificate Level.

Effective Communication & Leadership Skills

- Prefect of N.M.C. 2003/2005.
- Organizer of the NESDA Social Service Society 2005.
- Member Of the School Development society 2006 to 2010.

Sports and Extra Curricular Activities

- Member of the school Football Team.
- Member of the win star sports club.

Personal Profile

Full Name : Zainul Irfan Mohamed mushfique
Date of Birth : June 27 1985
Passport No : N2729487
Address : 165/3, Munthaza, Doha, Qatar.
E-mail : mushfiquezim@gmail.com
Marital status : Married
Nationality : Sri Lankan
Mobile No : 33574712
Languages Known : English, Hindi, Tamil, Malayalam and Sinhala
Visa Type : Business Visa with NOC

