



PROFILE

- 1.Name: M.H.M.Minhaj
- 2.Name in Full: Mohammed Hussain
Mohammed Minhaj
- 3.Date of Birth: 1998.06.12
- 4.Age: 24 years
- 5.Nationality: Sri Lankan Moor
- 6.NIC Number: 981641663V
- 7.School Attended: KG/MW/Nooraniya.
M.M.V
8. Marital Status: Single

EDUCATION

- **SITC CAMPUS (KANDY)**
Human Resources Management and Administration.
(reading)
- **BRIGHT INTERNATIONAL SCHOOL**
Diploma In English
- **KG/MW/NOORANIYA M.M.V**
Qualified Ordinary level and Advance Level (2014 / 2018)
- **INSTITUTE OF SOCIAL AND TECHNICAL STUDIES (EAST)**
Diploma in Business Management
(reading)

CONTACT ME

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102/1,Uyanwata,
Dewanagala,
Mawanella.

MINHAJ HUSSAIN

HR Administrator and Finance

WORKING EXPERIENCE

- Have Been Worked as a Cashier
(Nolimit.Pvt)
- Have Been Worked in Sales & Marketing field (Amana Bank.Pvt)
- Working As a Data Entry and Computer Operator for WHF Ligthing Export Import.Pvt (2020 to Present)

VOLUNTEER EXPERIENCE

Acting as Volunteer for Non Profit Association
(Youth English Club)

LANGUAGE

Tamil
Sinhala
English

COMPUTER SKILLS

- Text processor/Typing.
- Adobe Illustrator
- Coral Draw
- Slide presentation.
- Microsoft Office

ACHIEVEMENTS

- 01.Certificate In Youth Empowerment Program
- 02.Certificate in Languages
Tamil, Sinhala, English and Japanese (2009)

OTHER SKILLS

01. Good Financial Knowledge
02. Marketing Experience

PROFESSIONAL SKILLS

- Time Management
- Leading teams and Cooperation
- Communication Skills
- Problem Solving
- Creativity
- Project Planning
- Design & Scale
- Critical Thinking
- Document Reviewing