

# Mohammad Hijas



## Contact

### Home Address:

No.57, National House Scheme Road, Puttalam 61300. Sri Lanka.

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**DOB:** 1999/06/28

### LinkedIn:

[Mohammad Hijas Ossaly](#)

### Sri Lanka Driving

**License No:** B4538981

## Languages

English

Hindi (Manageable)

Tamil

Malayalam (Manageable)

Sinhala

## Hobbies

- Exercise
- Sketching
- Photography
- Playing Cricket

## Summary

- ✓ "To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization."
- ✓ "Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of this field."

## Skill Highlights

- Work management
- Strong decision maker
- Caring costumer
- Documentation control
- Creative design
- Data Entry in MS Excel
- Communication
- Service-Focus

## Experience

- ✓ I worked as a **Messenger** at the **Doha Bank** in **Qatar** - 2022 to 2023 (Company is a **Top Clean**)
  - ❖ Store Room Stock maintenance.
  - ❖ Department Staff Monthly Cash Collection.
  - ❖ Office Boys Food Bill Cash Collection.
  - ❖ Cheque Book Distribute to Sales Staff.
- ✓ I worked as a **Clark cum messenger** at the **QNA** and **QMC** in **Qatar** – 2020 to 2021 October.
- ✓ I worked as an **iT - Instructor (DATA Entry)** at the **iSoft campus** in Puttalam – 2019.
- ✓ I worked as an **iT - Instructor** at the **Reef Youth Club Nenasala** in Puttalam – 2018.
- ✓ I worked as a **Cashier** in spare parts shop **H.H.R. Motors** in Puttalam – 2016 to 2017.

## Education

- General Certificate of Education Ordinary GCE O/L 2015  
Thillayadi Muslim Maha Vidyalaya, Puttalam-61300, Sri Lanka – Completed 2015
- General Certificate of Education Ordinary GCE O/L English - 2017  
Karandipuwal Maha Vidyalaya, Puttalam-61300, Sri Lanka – Completed 2017
- Short Course in Listening & Speech (English) 2018  
The Open University of Sri Lanka. Puttalam-61300 2018

## Certifications

### Professional Qualifications & Certificate Levels

#### Certificate Level - Global College (TVEC P13/0056)

- ✓ Certificate in MS Office – 2016 (**Grade - A**)
- ✓ Certificate in Computerized Accounting – 2016 (**Grade - A**)
- ✓ Certificate in Internet & Gmail – 2016
- ✓ Certificate in Spoken English Level 01 – 2016 (**Grade - B**)
- ✓ Certificate in Spoken English Level 02 – 2017 (**Grade - S**)

#### ICT Technician NVQ Level 4 (WUSC – iSoft College) 2017

#### Certificate Level iSoft Campus-(TVEC P13/0058)

- Certificate for Computer Application Assistant – 2018  
**Grade - A**
- Certificate for Computer Hardware – 2018  
**Grade - A**
- Certificate for Computer Graphic Designer – 2018  
**Garde - B**