



## PROFILE

A proactive and fast learning individual seeking the opportunity for professional experience in database that allows me to develop and expand my ability, knowledge, skills and experience to help the company achieve business goals while sticking to vision, mission and values.

## CONTACT

MOBILE:  
+974 55174740

EMAIL:  
[musthaj@gmail.com](mailto:musthaj@gmail.com)

## MORE

VISA STATUS:  
Transferable VISA with NOC

VEHICLE LICENSE:  
Qatar Light Vehicle License (Auto)

CURRENT LOCATION:  
Doha, Qatar

AVAILABILITY:  
Immediate

DESIRED STATUS:  
Contract or Permanent

LANGUAGE PROFICIENCY:  
English (Fluent) & Tamil (Native)

# MOHAMED MUNAS MOHAMED MUSTHAJ

## EXPERIENCES

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**IT ASSISTANT** JUL 2017 – DEC 2022  
SOUL GROUP OF COMPANIES (PVT) LTD.  
COLOMBO – SRI LANKA

**DATA ENTRY CLERK** OCT 2015 – SEP 2016  
RALHUM SPORTS  
RALHUM TRADING COMPANY (PVT) LTD.  
COLOMBO – SRI LANKA

### KEY RESPONSIBILITIES:

- Process customer and account source documents by reviewing data for deficiencies, resolving discrepancies by using standard procedures or returning incomplete documents to the team leader and/or supervisor for resolution.
- Prepare source data for computer entry by compiling and sorting information and establishing entry priorities
- Provide Technical Assistance on Hardware and Software issues.
- Install, Configure and Troubleshoot hardware and software.
- Provide System Administration and Maintenance
- Attending Management meetings and Planning on efficient utilization of warehouse spaces.
- Communicating with third party vendors providing IT Services

## QUALIFICATIONS

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**CISCO CERTIFIED NETWORK ASSOCIATE**  
ROUTING AND SWITCHING 200-125  
WINSYS NETWORKS

**INFORMATION AND COMMUNICATION TECHNOLOGY TECHNICIAN**  
NATIONAL VOCATIONAL QUALIFICATION – IV  
VOCATIONAL TRAINING AUTHORITY OF SRI LANKA

**DIPLOMA IN TELECOMMUNICATION SYSTEMS**  
CITY & GUILDS (UK)  
SRI LANKA TELECOM TRAINING CENTER - SLTTC

## TECHNICAL SKILLS

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DATABASE MANAGEMENT – ACCOUNTING – SPREADSHEET – WINDOWS – MS OFFICE – GOOGLE DRIVE – GRAPHIC DESIGNING – PC OPERATIONS – INTERNET AND MAILING