



MUHAMMED HISHAM

EXPERIENCE

- **I have 2 years working experience as an Administrative Assistant and Representative at a Trade and Contracting Company in Qatar,**
where I handled administrative tasks such as organizing documents, preparing reports, and scheduling meetings. In addition, I represented the company in external transactions and coordinated with clients and official entities
- **I have 2 years working experience as an Typist and Receptionist in Qatar,**
where I was responsible for managing correspondence, typing documents, handling phone calls, scheduling appointments, and assisting visitors. Additionally, I ensured smooth office operations by providing administrative support and maintaining organized records
- **I have 1 year working experience as an Sales Representative at the Aluminum and UPVC Company and wood Company in Qatar,**
where I was responsible for marketing and selling aluminum products, providing technical consultations to clients, in addition to following up on sales, achieving set targets, and building strong relationships with customers to ensure their satisfaction and continued business
- **I have 4 years working experience as an Coordinator at the Sri Lanka Scholars ,**
where I was responsible for administrative coordination, organizing events, and managing activities.
 - **I have 4 years working experience as an teacher of the Holy Qur'an, Islamic Sharia, and the Arabic language at the Sirajiyya Arabic College in Sri Lanka,**
where I taught religious and language subjects, prepared curricula, and supervised student activities, with a focus on developing students' linguistic and educational skills
 - **I have 4 years working experience as an Imam at a mosque in Sri Lanka ,**
where I was responsible for leading prayers, delivering sermons and religious lessons, overseeing religious and social activities, and guiding community members in religious and educational matters

SKILL

Communication

Ability to Work under Pressure

Decision Making

Time Management

Self- Motivation

Conflict Resolution

Leadership

EDUCATION QUALIFICATION

- I have followed **Diploma in Islamic Studies and Arabic Language certificate at Dharul Uloom Al Meezaniyyah Arabic college in srilanka**
- General Certificate of Education (**Advance Level**) – 2013
- General Certificate of Education(**Ordinary Level**) – 2010
- **AL AALIM Government Exam Qualified in Sri Lanka**
- **Al Hafil (Memorized Holly Quraan)**

OBJECTIVE

To join a dynamic and challenging work environment where I can apply my skills and experiences for continuous personal and professional growth, contribute meaningfully to the success and development of the organization, and further expand my knowledge and understanding of effective strategies for achieving success

COMPUTER LITERANCY

- I have followed **Basic computer, Diploma in hardware.**
- Type in English, Arabic and Tamil
- Data Entry

LANGUGES

- Arabic
- English
- Tamil
- Hindi

EXTRA QUALIFICATION

- I have a Qatar Driving License

PERSONAL INFORMATION

FULL NAME : ASANA LEBBAI MOHAMMED HISHAM
ADDRESS : Raiyan, Doha, Qatar
SEX : Male
DATE OF BIRTH : 1992-01-09
PASSPORT NO : **N9935788**
NATIONALITY : Sri Lankan
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I certify that the above furnished by me are true and accurate to the best of my knowledge.

A.L.M.Hisham

