



Atheek Ahamed Nilfar

PROFESSIONAL SUMMARY

A committed and dedicated individual equipped with strong analytical, interpersonal, technical and soft skills.

I possess a degree in Computer Applications and I look forward to build my career in an established organization that will enable me to prove my ability to learn new concepts fast and adapt to challenging environments.

WORK EXPERIENCE

Admin & Finance (August 2021 – April 2024)

Gemzlab Enhancement Pvt Ltd, Beruwala, Sri Lanka

- *Manage schedules and deadlines.*
- *Conducting regular reviews of operations and identified areas for improvement.*
- *Devising and implementing processes and procedures to streamline operations.*
- *Interacting with customers to cater to specific requirements and increase sales.*
- *Monitor costs and expenses.*
- *Cash collection and reconciliation of accounts.*

PROFESSIONAL QUALIFICATION

Bachelor of Computer Applications (BCA)

Awarded by Bangalore University

Conducted by Padmashree Institute of Management and Science in India (2018 – 2021)

Industrial Diploma In Software Development

Awarded by OpenArc Institute (part completed)

2017 - 2018

EDUCATION QUALIFICATION

G.C.E. (A/L) 2017 – Commerce Stream

G.C.E. (O/L) 2014 – 9 Subjects

Schools Attended – Harrow International College, Beruwala
Muslim Central College, Kalutara

EXTRA CURRICULAR ACTIVITIES

Part of the University Football team

Awarded best goalkeeper 2021 – Inter University League

Participated in Inter-School Sports and Athletic meets



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PERSONAL INFORMATION

Name : M.N.Atheek Ahamed

Nationality : Sri Lankan

Date of Birth : 24/09/1998

Marital Status : Single

SKILLS

- Computer Literacy
- Excellent verbal and written communication
- Ability to work under pressure
- Social Media Handling
- Time Management
- Adaptability
- Team Player

LANGUAGES

- English
- Sinhala
- Tamil
- Malayalam

REFEREES

Mr. Rupesh Kumar

HOD

BCA in Padmashree Institute M.S

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