



# MOHAMED MUSTHAQ

## SALES ASSOCIATE/WAITER



+94 759899405 / +94 787754812



musthaqmohamed17@gmail.com



No.76 ,Galabadawatta,Kaleliya,11160  
Western,Srilanka.



linkedin.com/in/musthaq-mtm



+94 759899405

### RESUME SUMMARY

**Customer - focused food service worker with 3+ years of experience in fast food, retail and customer service fields. instrumental in resolving guests' concerns and increasing their satisfaction levels with a stellar record of friendly and upbeat guest service. Collaborate communicator, able to multitask effectively in a fast- paced, deadline- driven environment. Seeking to obtain a Crew member / Waiter position to Effectively apply my knowledge, Creativity and other skills Towards my personal development while making a positive contribution towards achieving the objectives of my team and the organization.**

### SKILLS & CORE COMPETENCIES

- Familiar & Experienced using with Microsoft office applications (MS word, MS Excel, MS Powerpoint, MS Project ....etc)
- Sound Knowledge and experience with Internet & Email, Hardware Assembling, Software installations.
- Actively contributing and participating as a member of a team
- Ability to work with minimum supervision
- Ability and willingness to take leadership and responsibility
- Ability to maintain composure handle pressure during peak hours.

### EDUCATION

#### • National Vocational Training Institute - VTA

FEB 2018 - FEB 2019

Nvq level 4 in ICT Technician

#### • Centre for Housing planning & Building - CHPB

MAR 2016 - MAY 2017

Nvq level 4 in Construction Site Supervisor (Site Administration)

Certificate in Construction Work Management

#### • D.S.Senanayaka National School - Mirigama

Completed A/L in Maths Stream - 2014

### EXPERIENCE

#### • KBH(PVT)Ltd - Waiter Cum Cashier

SEP 2019 - PRESENT

- Operate the POS system and take customer orders, ensuring timely delivery and excellent customer service while fulfilling 200+ orders per shift
- Carefully observe all food safety measures and quality control standards, guaranteeing that the best possible product is given to customer. \*Key Achievement - achieved 90% customer satisfaction & return rate

#### • Ministry of Finance - Trainee Document Controller

JAN 2019 - AUG 2019

#### • Lexduco(pvt) Ltd - Construction Site Supervisor (Site Administrator )

OCT 2016 - JUN 2017

- Checking, certifying & conducting quality control and giving approval for major civil work. (According to construction drawings) Supervise contractor work processes and adherence to project work schedule

#### • NOLIMIT - Sales Associate

JAN 2015 - FEB 2016

- Ensure the highest standards of merchandising and housekeeping standards are maintained in store at all times
- Determine customer needs & assist customer in purchase decision
- Mentioning new arrivals/styles to customer & make add-on sales

### LANGUAGES

English

Sinhala

Tamil

Arabic

Reading Writing Speaking



### NON RELATED REFEREES

- Mrs.W.R.Rohini  
(Training officer - VTA)  
No.354 Elvitigala Mawatha, Colombo 05  
071 5323232  
Rohini.c@vtas.gov.lk

- Mr.W.D.D.S.Jayasekara  
(Administrative Officer -postal)  
Ministry of Finance ,The secretariat, colombo 01.  
011 -2484548  
jayasekara.wdds@mo.treasury.gov.lk



Democratic Socialist Republic of Sri Lanka

# National Certificate

Construction Site Supervisor (Site Administration)

(NVQ Level 4)

This is to certify that

***M.T.M. MUSTHAQ***

is awarded this National Vocational Qualification

Director General

Centre for Housing Planning & Building

Assistant Director

Centre for Housing Planning & Building

Director General

Tertiary and Vocational Education Commission



Certificate Number: P01/0545000003  
Effective date of Certificate: 29/01/2019

National Identity Card Number of Holder: 953463610V





THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA  
MINISTRY OF HOUSING & CONSTRUCTION  
CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY

*This is to certify that*

**Mohamed Tulfikar Mohamed Musthaq**

having successfully completed the

**Certificate Course in Construction Works  
Management**

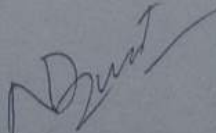
*conducted by*

**CENTRE FOR HOUSING PLANNING AND BUILDING**

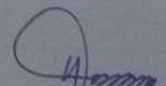
33, Parliament Road, Pelawatta, Battaramulla, Sri Lanka

*from 14.03.2016 to 10.05.2017*



  
Assistant Director

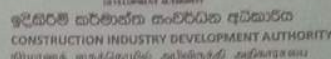
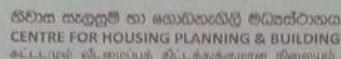
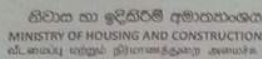


  
Director General



SN: 1435





எனது இல  
My No.

1/7/3/3/1/CWM-FT/2016

0407 7-003  
8-1024 8-0  
Your No

Yes/No

Time  
Spent  
Date

Date \_\_\_\_\_

23.01.2018

TO WHOM IT MAY CONCERN

Certificate Course in Construction Works Management  
Full Time (06<sup>th</sup> Batch)

This is to certify that Mr. M T M Musthaq, had successfully completed the above course at Centre for Housing Planning & Building (CHPB), multi disciplined institution functioning under managerial jurisdiction of Construction Industry Development Authority (CIDA), from 14<sup>th</sup> March 2016– 10<sup>th</sup> May 2017. The course duration is one year full time, English medium. The course is accredited NVQ level IV, under TVEC registered No.P01/0545.

The Course Contents are as follows:-

### Subjects

01. Surveying & Leveling
02. Construction Technology
03. Construction Drawing
04. Construction Mathematics
05. Construction Materials
06. Construction English
07. Quality Controlling
08. Plan Work & Recourse
09. Water Supply & Sewage System
10. Road Construction
11. Safety at Work Site
12. Construction Management including Work place Information, Communication & Labour Management.

He has followed 05 months theory period at this Institute and undergone 07 Months In Plant Training at Lex Duco (Pvt) Ltd.

This letter is issued on the request of Mr. M T M Musthaq.

## Thank You

Yours Faithfully

10

Training Officer

Centre for Housing Planning & Building

නො.33, පාර්ලිමේන්තු පාර, පෙලවත්ත, බත්තරමුල්ල  
 Telephone: 2787661, 2785628, 3069270 Fax: 2785629 E-mail: cida.chnp@gmail.com No.33, Parliament Rd, Pelawatta, Battaramulla.  
 Web site: http://www.cida.lk  
 ඊයුසා සේවකයා "සිවිල් ඉංජිනේරු, 123, විජේරාම මාවත, කොළඹ 07.  
 Head Office: "Savsiripaya", 123, Wijerama Mawatha, Colombo 07.  
 Telephone: 2686092, 2686856, 2699801, 2695965 Fax: 2699738 E-mail: cida@srinet.lk Website: http://www.cida.lk  
 Established as the Construction Industry Development Authority under the Construction Industry Development Act No.33 of 1914  
 Successor to Institute for Construction Training and Development (ICTAD)



Mr. M Tufllkar Mohamed Musthaq,  
No.02,  
Galabadawatta,  
Kal-Eliya

07<sup>th</sup> July 2017

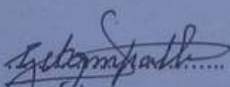
**TO WHOM IT MAY CONCERN**

This is to certify that **Mr. M Tufllkar Mohamed Musthaq** of baring National Identity card number: **953463610V** was with us from 10<sup>th</sup> October 2016 to 30<sup>th</sup> June 2017 as a **Site Supervisor** under the Consultancy Agreement attached to the Department of Technical .

We wish him success in his future endeavors!!!

Thank You

Yours Faithfully,

  
Director finance & HR

Sampath Ganepalaarachchi

NVQ



Democratic Socialist Republic of Sri Lanka

# National Certificate

Information and Communication Technology  
Technician  
(NVQ Level 4)

This is to certify that

M.T.M. MUSTHAQ

is awarded this National Vocational Qualification

Director (Testing & Evaluation)  
Vocational Training Authority of Sri Lanka

Chairman  
Vocational Training Authority of Sri Lanka

Director General  
Tertiary and Vocational Education Commission



Certificate Number: 103131719  
Effective date of Certificate: 13/07/2019

National Identity Card Number of Holder: 953463610V





මුදල් අමාත්‍යාංශය  
நிதி அமைச்சு  
MINISTRY OF FINANCE

මහලේකම් කාර්යාලය, කොළඹ 01,  
ශ්‍රී ලංකාව.

කාර්යාලය } 011 2484500  
அலுவலகம் } 011 2484600  
Office } 011 2484700

செயலகம், கொழும்பு 01,  
இலங்கை,

ෆැක්ස් }  
தொலைநகல் } 011 2449823  
Fax }

The Secretariat, Colombo 01,  
Sri Lanka.

වෙබ් අඩවිය }  
இணையதளம் } www.treasury.gov.lk  
Website }

මගේ අංකය } MF1/05/21/MOF&MM/2  
எனது இல }  
My No }

ඔබේ අංකය }  
உமது இல }  
Your No }

දිනය } 01- /08/2019  
திகதி }  
Date }

TO WHOM IT MAY CONCERN,

PRACTICAL TRAINING COMPLETION LETTER

This is to certify that Mr.M.T.M.Musthaq successfully completed 06 months (from 30/01/2019 to 29/07/2019) practical training at Ministry of Finance, as a practical training component. We observed that he carries out his duties to the entire satisfaction of his superiors.

02. This letter is issued on his request.

D.H.S.Pupillaperuma

Senior Assistant Secretary

For Secretary, Ministry of Finance



Mr.M.T.Mohamed Musthaq  
No.76,Galabadawatta,  
KalEliya  
12/11/2022


**TO WHOM IT MAY CONCERN**

We here by certify that Mr.Mohamed Tulfikar Mohamed Musthaq is working in our organization since 01 September 2019. In addition to his capacity as the sales Associate/waiter cum cashier he was responsible for handling petty cash,Monitoring the daily pastry,bakery & fast food production.He also performed well in leading and guiding other staff to continue standard procedures of the company while engaged with customers enthusiastically to drive sales. Mr.M.T.Mohamed Musthaq proved to be a highly motivated and a committed person to his work and valued member of the KBH team.

This letter is issued on the request of Mr.M.T.M.Musthaq.

We wish his Future Endeavors!!!

Thank you  
Yours faithfully,

  
.....  
(M.S.M.MURSHID)  
Head of HR







02 Apr 2016

### EXPERIENCE CERTIFICATE

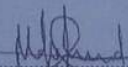
This is to certify that Mr Mohamed Tulfikar Mohamed Musthaq was employed with NOLIMIT from 04-jan-2015 to 24-feb-2016. His last designation was Sales Associate. He resigned from the services of the company with effect from 24 january 2016.

During his period of work with us we found him Loyal, hardworking and bears an excellent character.

This Certificate issued on his request.

We thank Mr. Mohamed Tulfikar Mohamed Musthaq for his contribution to the company and wish him all the very best.

For Nolimit Srilanka,

  
Authorized Signatory

HRMS:85702



18, Kaddana Road, Dehiwala, Srilanka

T: +94 11 2737441 F: +94 11 2718774  
E: info@nolimit.lk W: www.nolimit.lk



14918

අංකය: 259

# ගිණුම් කාඩ් දර්ශනය

(ශිෂ්‍යයා/ශිෂිකාව ඉගෙනාගන්නා විදුහල් විදුහල්පති/විදුහල්පතිනිය වෙත මෙම කාඩ් දර්ශනය සහිතව ශිෂ්‍යයා/ශිෂිකාව විදුහලෙන් අයවන වට මිල සමත් වීමත් සුරට මුද්‍රාණය/අයවන මිලකටුකුල සාරකාරයට දිය යුතුයි. මෙහි සෑම කරුණක්ම පිළිබඳ නිවැරදි තොරතුරු සඳහන් කිරීම අත්‍යවශ්‍ය බව වගකෙතැන් සැලකිය යුතුයි.)

ශිෂ්‍යයා/ශිෂිකාවගේ සම්පූර්ණ නම : මොහමඩ් හුසේන් මොහමඩ් හුසේන්  
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ලගදිනය : 1995-12-11 තැන : බද්දේ  
ශිෂ්‍යයා/ශිෂිකාවගේ සාරකාරයාගේ සම්පූර්ණ නම : අනිල් කුමාර් මොහමඩ් හුසේන්  
ශිෂ්‍යයා/ශිෂිකාවගේ සාරකාරයාගේ ලිපිනය : 6002 හලොවෙස්ත නගරය

විදුහල් නම : බද්දේ නි. නගරයේ න. 8  
ඇතුළත් කළ දිනය : 2000-01-11 ඇතුළත්වීමේ අංකය : 2254  
අයවු දිනය : 2000-01-07 අයවීමට හේතුව : වෙනත් විෂයකට හරවා යාම  
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අත්හිටි සිටි පන්තියෙහි ඉගෙනාගත් විෂයයන් : භාෂ (6) ඉංග්‍රීසි නිවැරදි විෂයයන් සහතිකය

නැතිවීම : බද්දේ  
සෙවිදි පරීක්ෂණයකදී යොදා ගන්නා ලද ප්‍රතිපත්ති ඇතුළත් විය : නැත  
මුද්‍රා සහතිකය හා නායකත්වය පිළිබඳ විස්තර : නැත

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දිනය : 2000-02-07 විදුහල්පති/විදුහල්පතිනියගේ අත්සන : අනිල් කුමාර්  
නම : අනිල් කුමාර්

විදුහල් නම : බද්දේ නි. නගරයේ න. 8  
ඇතුළත් කළ දිනය : 2000-02-16 ඇතුළත්වීමේ අංකය : 14918  
අයවු දිනය : 2000-02-01 අයවීමට හේතුව : වෙනත් විෂයකට හරවා යාම  
ශිෂ්‍යයා/ශිෂිකාව අත්හිටි සම්පූර්ණ පන්තිය : 12 ශ්‍රේණිය ඉගෙනාගත් මාධ්‍යය : පිහල/ශ්‍රේණි  
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නැතිවීම : බද්දේ  
සෙවිදි පරීක්ෂණයකදී යොදා ගන්නා ලද ප්‍රතිපත්ති ඇතුළත් විය : නැත  
මුද්‍රා සහතිකය හා නායකත්වය පිළිබඳ විස්තර : නැත

වෙනත් විශේෂ දත්ත ඇත්නම් ඒවා පිළිබඳ විස්තර : නැත

දිනය : 2000/03/07 විදුහල්පති/විදුහල්පතිනියගේ අත්සන : අනිල් කුමාර්

නම : Y.A.S. Kananthilaka  
(S.L.E.A.S. III)  
The Principal  
D.S. Senanayake National School  
Nirigama



සෞඛ්‍ය අමාත්‍යාංශය - ශ්‍රී ලංකාව  
சுகர்தரர் அமைச்சு  
Ministry of Health, Sri Lanka

COVID-19 එන්නත් කාඩ්පත  
கொவிட்-19 தடுப்பூசி அட்டை  
COVID-19 Vaccination card

නම பெயர் Name:	M. T. Mohomad Musthak		
ජා.නැ.අ./මගින් බලපත්‍ර අංකය தே.அ.அட்டை/கடவுச்சீட்டு இலக்கம் NIC number/Passport number	953463610V		
වයස வயது Age	26	ස්ත්‍රී පුරුෂ භාවය பாலினம் Sex	male
ලිපිනය முகவரி Address	76, Galabadaawath Kal-Eliya		
දුරකථන අංකය தொடர்பு இலக்கம் Contact number	077-5625513		
දිස්ත්‍රික්කය மாவட்டம் District	GAMPAHA		
සෞ. සේව. ත්‍රි. ප්‍රදේශය சுவை.அ பிரிவு MOH area	MIRIGAMA		
ග්‍රාම නිලධාරී වසම් கிராம அலுவலர் பிரிவு Grama Niladhari area	28 / D		
ලේඛනයේ අනුක්‍රමික අංකය பதிவேட்டில் உள்ள தொடரிலக்கம் Serial Number in the register	B - 17		

COVID-19 vaccination details

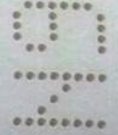
COVID-19 vaccine	Name of the Vaccine	Place of vaccination	Date of Vaccination	Batch number	Remarks
1 <sup>st</sup> dose	Sinopharm	Kumbaloluwa Temple	2021/08/17	202106B1752	L
2 <sup>nd</sup> dose	V	Dampillewa	13.09.2021	B20210823334	N

නැවත එන්නත් ලැබිය යුතු දිනය / அடுத்த முறைக்கான திகதி / Next appointment date



COUNTRIES FOR WHICH THIS PASSPORT IS VALID

இந்தப் பஸ்பர்டு எந்தெந்த நாடுகளுக்கும்  
பிரேசு உட்குரு மதிமதிசு மருது மருது



PASSPORT

PB LKA

N9374426

சுரை / மருது / Surname  
MOHAMED TULFIKAR

சுரை மதி / மருது / Other Names  
MOHAMED MUSTHAQ

சுரைமதி / மருது / National Status  
SRI LANKAN

சுரை / மருது / Profession

சுரை / மருது / Date of Birth  
11/12/1995

சுரை / மருது / ID No.  
953463610V

சுரை / மருது / Sex  
M

சுரை / மருது / Place of Birth  
WATHUPITIWALA

சுரை / மருது / Holder's Sign

சுரை / மருது / Date of Issue  
10/03/2022

சுரை / மருது / Date of Expiry  
10/03/2032

சுரை / மருது / AUTHORITY COLOMBO

PBLKAMOHAMED<TULFIKAR<<MOHAMED<MUSTHAQ<<<<<<  
N9374426<8LKA9512117M3203101953463610V<<<<20