

PACIFIC Traders



10 January 2020

TO WHOM IT MAY CONCERN,

This is to certify that Mr. Tuwan Mohamed Rikaz Zuhar, 387/8/1 Sri Jayanthi Mawatha, Akbar town, Wattala, joined Pacific Traders Duty Free Showroom Bandaranaike International Airport Katunayake Sri Lanka as a Sales Assistant on 12/08/2015 and was promoted as an Accounts Executive on 24/12/2015, until he resigned on 31/12/2019.

Pacific Traders Duty Free Showroom was established in 1995 Pacific Traders is one among the 35 electronic showrooms in the Bandaranaike International Airport Katunayake Sri Lanka.

As an Accounts Executive, the main responsibilities and duties were:

- Responsible for inventory handling (stock maintenance via QuickBooks) in the warehouse & showroom
- Processing the orders given by the management
- Handling & solving the complaints that arise at the head office
- Feeding invoices daily (written/computerized)
- Preparing central bank reports, company staff's monthly sales & payroll
- Handling of petty cash
- Entering cheques in sage (QuickBooks)

This role requires the demonstration of the following skills and qualities:

- Leadership skills
- Strong communication skills
- Strong presentation skills
- An in-depth understanding of the company's products and services

Other Projects

- Involved in social media sales (Head of social media sales)

Throughout, Rikaz carried out his work to high standards and professionalism. He has in-depth knowledge of accounting concepts, software's (QuickBooks) and sales.

We wish him the best of luck in all his future endeavors.

Thank You,
Yours Faithfully,

PACIFIC TRADERS

A.S.M. Saifraz
General Manager

Duty free Showroom :

No. 05, Arrival Terminal, New Dutyfree Complex,
Bandaranayake International Airport, Sri Lanka.
Tel : +94 112260159 Ext: +94 11226 4952

Head Office :

467/2/6, Dalupitiya Road,
Hunipitiya, Wattala.
Tel : +94 11 4232602

E-mail : pacificdutyfree@ymail.com