CURRICULAM VITAE Jayna Jattna - ✓

IHTHAL RISAB AHAMED



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116B, Al Hithaya Front Road
Palamunai- Sri Lanka

CONTACT:

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Personal Details:

Passport No:	**N11385733**
NIC:	**200309911468**
D.O.B:	**2003.04.08**
Age:	**22 Years**
Civil Status:	**Single**
Nationality:	**Sri Lankan**
Religion:	**Muslim**

Languages:

- **English –** **Good**
- **Tamil -** **Native**

Key Skills:

- **Physical Stamina** – Ability to lift, carry, and stand for long periods.
- **Teamwork** – Works well with staff in different departments.
- **Time Management** – Completes tasks efficiently and on time.
- **Attention to Detail** – Ensures shelves are neatly arranged and products are correctly labeled.
- **Customer Service** – Polite and helpful to customers.
- **Basic Communication** – Able to understand and follow

My Working Experiences:

Position: **General Helper**
Working Place: **Mohamed Traders,**
Palamunai - Sri Lanka
Duration: **2022.04.20 to present (03 Years)**

Job Roll:

- Assist in unloading, sorting, and organizing incoming stock and deliveries.
- Refill shelves and arrange merchandise in an orderly and attractive manner.
- Maintain cleanliness of aisles, shelves, and customer service areas.
- Pack purchased items for customers as needed.
- Help with labeling, tagging, and pricing of products accurately.
- Remove expired, damaged, or unsellable items from display.
- Perform general maintenance duties to keep the store clean and organized.
- Direct customers and provide assistance with basic product inquiries.
- Report stock shortages, damages, or irregularities to supervisors promptly.

EDUCATIONAL QUALIFICATION:

Successfully completed G.C.E. Ordinary Level Examination of Educational Ministry.

DECLARATION:

I hereby certify that the particulars given by me are true and accurate to the best of my knowledge.

I.Risab Ahamed