

FATHIMA MUZNA  
RUSHDI

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Date of birth

1994.12.25

Address:

#304, Al nayili building,  
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Nationality

Sri Lankan

Passport Number

N7142559

Visa Status

Residency visa (on husband  
sponsorship)

## **Job objective**

Seeking the opportunity to join your team as an Admin Assistant OR Accounts Assistant, utilizing **four years' experience** and exceptional interpersonal and computer skills in educational industry. Adoptable and enthusiastic individual who takes great pride in work. Self-motivated with the determination to succeed and always willing to be a dynamic professional, working in challenging environments that would enable me to enhance and utilize my skills and innate abilities in the corporate sector successfully, leading to self- development and career progression.

## **Education**

- Completed CIMA (Chartered institute of management Accountants) foundation level at Wizma global Colombo.
- Completed GCE O/L & A/L (Commerce stream) – Sri Lanka

## **Value Added courses**

- Successfully completed certificate in web designing at ESoft.
- Diploma in Information Technology.

## **Skills**

- Decision making
- Critical thinking
- Organization and planning
- Advanced verbal communication skills
- Excellent spoken skills in **English, Tamil, Sinhala**
- Excellent written skills in English, Sinhala, Tamil
- Good command in computer literacy with IT knowledge
- Presentation skills
- E-Commerce
- Knowledge of online business transactions and marketing.

## **Experiences**

- Worked as a Business and Accounting Teacher and Admin Assistant at AL sharia international school Colombo from 2014 to 2017.

\*References available upon request.

Thanks & Regards,  
Muznah Rushdhi