



# Muhammed Ruzzaiq Moulana

Mobile No - +971508936864  
Email – [ruzzaiqmoulana@gmail.com](mailto:ruzzaiqmoulana@gmail.com)

## Personal Profile

Sales & Marketing Executive with the ability in ASYCUDA systems.

Operations Executive (Imports & Exports).

Also a customer service oriented, self-motivated and responsible call center operator with fluent English communication and written skills.

## Working Experience

### **Wharf Assistant at Ruzaiq Enterprises (July 2019 to August 2021)**

#### Duties

- Sales & Marketing
- ASYCUDA Systems
- Documentation.
- Imports & Exports Operations
- Cargo Handling

### **Sales & Marketing Executive at Marigold Freighters (May 2018 to June 2019)**

#### Duties

- Sales & Marketing
- ASYCUDA Systems
- Documentation.

## Academic Qualifications

### **High School Education - G C E Ordinary Level Examination (2017)**

#### **D,S.Senanayake College - Colombo 07**

- Islam - S
- English - A
- Commerce - S
- English Lit - S
- Science - S
- I.C.T - B
- Tamil - S
- Maths - S

### **Institute of Music Speech & Speaking Skills (IMSSS)**

- Preliminary -Honours
- Initial -Honours
- Elementary -Honours
- Transitional -Honours
- Grade 1 to Grade 10 Honours

### **Computer Skills**

- Microsoft office packages & Applications
- Well Conversant in Internet Options & Social Media

### **Key Skills**

- Ability to build a good relationship between staff and pupils.
- Team worker.

### **Language Skills**

- English – Fluent
- Tamil – Native
- Sinhala – Good

### Personal Information

Name in full - Muhammed Ruzaiq Moulana

Address - 125/12 Lancyawatta Wellampitiya

Mobile - +971508936864

Mail - [ruzzaiqmoulana@gmail.com](mailto:ruzzaiqmoulana@gmail.com)

Age - 20

Gender - Male

Civil Status - Single

Nationality - Sri Lankan

**Date**

.....

**Signature**

.....