**MOHAMMED IQBAL MOHAMED IRSHAD**

No: 111/22, Union Place, Colombo 02, Sri Lanka. M: +94 777 542 451 E: [irshadiqbal.email@gmail.com](mailto:irshadiqbal.email@gmail.com)

**Career Objectives**

To embark on a career that involves opportunities to exercise and enhance my knowledge and communication skills. Further, to strengthen my interpersonal skills, intellectual and leadership abilities.

**Academic Qualifications.**

* Successfully completed HND in Business Management and Business HR at ICBT city campus.
* IGCSE Ordinary Level Examination Conducted by Edexcel International, London. In 2012 with 6 Credit Passes.
* Successfully completed Diploma in Computerized Accounting at British Informatics of Computer Technology.

**Vocational Qualifications & Experiences**

* Expertise in Windows 8, 7 and all previous versions.
* Knowledge in Microsoft Office Packages.
* Expertise in Internet & Email.

**Lingual Skills**

* Sri Lankan Tri- Lingual (English, Sinhala & Tamil).
* Ability to Speak, Read and Write all three Languages mentioned above.

**Work Experience**

**Account Manager** at **Inovaze BPO (Pvt) Ltd. Year 2017 May -2018 August.**

Responsibilities:

* Develop a trusted advisor relationship with clients resolving conflicts and providing solutions
* Track and achieve sales targets, aligned with company objectives
* Generate new business using existing and potential customer networks
* Report on the status of accounts and transactions
* Suggest actions to improve sales performance and identify opportunities for growth

**Category Management Executive** at **ikman.lk**

Responsibilities:

* Analyze data or insights to determine industry and consumer trends
* Develop exit strategies for unsuccessful products
* Determine the positioning of a product category to maximize visibility
* Assume responsibility of budget development and revenue for category

**HR Executive at Tuk Tuk Shop (Pvt) Ltd. - Year 2014 January -2015 January.**

Responsibilities:

* Plan and schedule meetings, respond to various inquiries both external and internal, Manages communications via e-mails, phone calls etc...
* Organizes and accurately maintain filing system of confidential information.
* Coordinate activities with other executives to ensure timely completion.
* Review, Analyze and Report on periodic expenditures.

**Holiday Sales Consultant at Country Vacations India Ltd. - Year 2012 June -2013 December.**

Responsibilities:

* Making indoor sales for the clients invited.
* Support in increasing members to the company.
* Assisting in monitoring customer satisfaction levels and participated in developing improvement plans for team members.
* Maintaining quality corporate standards in the organization.

**Extra-Curricular Activities**

* Captain of school Cricket Team 2011/2012.
* Attended and Trained Abacus Conducted by GAMA Mental Arithmetic PVT Ltd.
* Participated in Creative Memory and Mind Management by First Global Knowledge Centre.

**Other Achievements**

* Awarded as the Rising Star of Inovaze for Excellent performance 2017
* Senior Prefect 2011 – 2012.
* Junior Prefect 2010-2011.

**Personal Particulars**

Full Name : MOHAMMED IQBAL MOHAMED IRSHAD

Date of birth : 17/11/1995.

Nationality : Sri Lankan - 953220695v

Gender : Male.

Marital Status : Married.

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 M.I.M. Irshad

Referee details are:

Ms. Hasanthi Kothalawala

Team Lead – Inovaze Pvt Ltd.

Mobile: 0763043933

Mr. Riyaz Muzammil

Manager - Operations at Safaiyers

<mailto:Mister735@gmail.com>

Mobile: 0773735735