



MOHAMED ZAKY MOHAMED RIHAN

CONTACT



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Address

No 200, Al Urjuwan Street,
Al Maqam, Al Ain, UAE

EDUCATION

2023 - Present

**OTHM Level 7 Diploma in Strategic
Management & Leadership**

Chester College of Higher Education (CCHE
Campus) - Sri Lanka

2014 - Present

Bachelor's Of Law - LL.B | Final Year

Open University Of Sri Lanka - OUSL

2017 - 2019

**Pearson BTEC Higher National
Diploma (HND) in Computing &
System Development**

Esoft Metro Campus - Sri Lanka

SKILLS

Book Keeping	Problem Solving
Business Development	Decision Making
Taxation	Travel Arrangements
MS Office	Email management
Operations	Data entry
Clerical	
Filling & Preparation	
Cashiering	
Onboarding	
Customer Service	

LANGUAGE

English	★★★★★
Sinhala	★★★★★
Tamil	★★★★★

PROFILE

Highly experienced and dedicated professional with 4 years of administrative experience along with 1 year banking experience and 4 years of clerk experience. Skilled in finance and management field and ready to cater accordingly. Well organized, self-motivated, and proficient with computers. Pearson HND in Computing & Final Year Law Undergraduate.

WORK EXPERIENCE

« Administrator

2019 - 2023

Comrade International Pvt LTD : (PV 00245173) - Colombo - Sri Lanka

- Perform administrative and clerical tasks (such as scanning or printing)
- Prepare and edit tutorials, exam papers, professional letters, and emails.
 - "achieved a signature design and theme for our tutorials."
- Arrange meetings and appointments for staff and students on different occasions.
- Record meeting minutes and implement plans accordingly.
 - "obtained recognition among top schools & institutions to promote our tutoring methods."
- Monitor, mentor and motivate students accordingly for a bright future.
 - "delivered 100% pass rate students in GCE O/L exams for all the subjects we conduct."
- Answer phone calls, note down messages and fulfil the requirements.
 - "achieved a good student base"
- Manage Customer (students, parents, well-wishers, contractors and vendors) Relationships.
- Recruit and manage staff (teachers) for relevant subjects.
- Follow up with monthly student payments and record them in excel with clear and properly.
- Maintain and prepare income-expense reports monthly.
- Prepare staff salary and pay salaries monthly.
- Maintain and prepare annual taxation sheets.
- Evaluate new plans for business development.
 - "expanded the company process by introducing a website"
- Arrange events, competitions and sessions online and onsite.

« Banker

2018 - 2019

Amana Bank PLC - Colombo - Sri Lanka

- Handle many premium customers and their accounts.
- Execute all kinds of front office operations,
- Fill-up mandates and relevant applications and complete requirements,
- Assist with prior the senior citizens and minor customers.
- Sign on new clients and help them through the onboarding process.
- Manage client bank accounts, including opening and closing accounts, and transactions.
- Recommend and explain banking services and products to clients based on their needs.
- Resolving client queries and complaints.
- Perform administrative & clerical duties, such as data entry and data filing when necessary.
- Perform teller (cashier) duties such as depositing funds, withdrawing funds.
- Transfer funds from same to same bank or from the same to other banks.
- Balance the funds received, based on the system physical reports, then update in system.
- Achieved "best we care moment" for good customer service.

« Lawyer Assistant - Clerk

2014 - 2017

Court Complex - Lawyers Office - Matara - Sri Lanka

- Perform basic of legal work and the notary work.
- Prepare all kinds of legal documents such as deed of transfer, partition, gift and affidavits.
- Proof read the documents.
- Maintain proper records of clients files in excel and also physically.
- Achieved skills in MS Office Excel, Word & PowerPoint.