

**ABDUL RAHEEM MOHAMED RIMSAN**

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PROFILE SUMMARY

“Throughout my journey, I have focused on optimizing processes and delivering measurable results. Looking ahead, I am passionate about leveraging my skills to contribute to organizational success. Whether through implementing innovative solutions or fostering collaboration, I am committed to making a meaningful impact in any professional setting.”

WORK EXPERIENCES

1. Inventory System Manager and Cashier Cum Clerk

Bilaal Kidz, Sri Lanka

January 2022 – January 2024

- Implemented a barcode technology inventory tracking system, reducing stock inconsistencies by 40% and enhancing inventory accuracy and efficiency.
- Ensured data accuracy and conducted monthly reviews to maintain up-to-date records.
- Led a data quality improvement initiative, reducing monthly data error rates by 85% and enhancing data reliability for critical business decisions.
- Established a robust data governance Framework, resulting in a 95% reduction in data errors through monthly assessments.
- Operated POS systems, processed transactions, and supervised payment methods, achieving a 52% reduction in transaction discrepancies.
- Contributed to maintaining organized records of transactions, receipts, and financial data, reducing financial report errors by 45%.

2. Administrative Assistant and Trainee Management Staff

Care and Cure Medical Center, Sri Lanka

May 2021 – November 2021

- Maintained up-to-date supporting paperwork and ensured the accuracy of weekly and monthly documentation.
- Accurately managed files, databases, and records, reducing documentation errors by 40%.

- Directed and managed incoming calls, emails, and correspondence, increasing customer satisfaction by 35% through timely and appropriate responses.
- Implemented a digital documentation system, streamlining administrative processes and reducing clerical errors by 40%.
- Proficiently utilized office supplies and software, including the Microsoft Office suite and relevant tools.
- Developed a comprehensive documentation system, enhancing teamwork, boosting productivity by 30%, and improving data accuracy.

EDUCATIONAL QUALIFICATIONS

- **Bachelor of science in Information Technology**
The Open University of Sri Lanka (OUSL), Sri Lanka
Expected graduation date: November 2026
- **GCE Advanced Level in Biological Science**
BT/Macan Markar National School Eravur, Eastern Province, Sri Lanka
February 2021

SKILLS

- | | |
|--------------------------------------|---------------------------------------|
| • Technical proficiency | • Multitasking |
| • File and Record management. | • Interpersonal Skills |
| • Clerical Support | • Adaptability and Reliability |
| • Analytical Skills | • Teamwork |
| • Calendaring | • Critical Thinking |

OTHER QUALIFICATIONS

- **Professional Diploma in English**
Union Educational Institute, Sri Lanka
- **Customer Services and Management Leadership**
Saylor.org Academy, Washington DC
- **Human Resources Management and Risk Management**
e-Learning College, London
- **Fundamentals in CorelDRAW® Graphics Suite**
CorelDRAW Academy
- **Photoshop - Beginners**
EDUCBA
- **Technical Support Fundamentals**
Google, Coursera

LANGUAGES PROFICIENCY

- Tamil (Native) ● ● ● ● ● ● ● ●
- English (fluency) ● ● ● ● ● ● ○
- Sinhala (Intermediate) ● ● ● ● ○ ○ ○

AFFILIATIONS

- **Member at iTeam**, Powered by Department of Computer Science, The Open University of Sri Lanka
- **Board Member at Social Service Development Organization (SSDO)**, Eravur, Sri Lanka