

LATHEEF MOHAMED RIKAS

Profile

Motivated and detail-oriented Professional Sales Professional with a passion for customer service and excellent communication skills. Proficient in handling transactions, providing customer care, and supporting company operations. Seeking to join a professional, agile and fast-paced team where I can use my skills and experience to provide efficient service and contribute to customer satisfaction.

Immediately available with valid QID & NOC.

Valid Driving license Available.

Contact

+974 7187 0262

rikaslee123@gmail.com

Doha, Qatar

Profile Details

24 June 1996

Married

Sri Lankan

Languages

English

Sinhala

Tamil

Malayalam

Experience

Marketing Executive

Technocare IT Company - Doha
June 2024 to August 2024

Account Manager – Vodafone Qatar
Feb 2024 to June 2024

Sales Manager

Allianz Insurance Lanka Limited
March 2020 - December 2023

- overseeing local and regional sales, promotions and campaigns
- Provided excellent customer service, answered customer inquiries and resolved customer complaints in a timely manner.
- Directing and coordinating all sales activities locally and regionally
- Adhered to all company policies and procedures.
Developing and maintaining relationships with key clients

CUSTOMER SERVICE EXECUTIVE

Cinnamon Citadel Kandy, Sri Lanka
July 2017 - December 2018

- Greeting guests upon arrival and making them feel welcomed.
- Administering check-ins and check-outs.
- Assigning rooms and taking care of administrative duties.
- Answering queries and concerns about the Hotel services.
- Resolving issues and handling customer complaints.
- Collecting customer feedback

Computer Literacy



MS Excel

MS Word

M S Outlook

MS Powerpoint

Skills

- Customer Service
- Communication Skills
- Cash Handling
- Point of Sale
- Problem Solving
- Attention to detail

Academics

GCE ADVANCED LEVEL EXAMINATION - 2016

Wariyapola Sri Sumangala College, Kandy



GCE ORDINARY LEVEL EXAMINATION - 2013

Wariyapola Sri Sumangala College, Kandy

Professional Qualifications

PROFESSIONAL CERTIFICATE IN MARKETING

Sri Lanka Institute of Marketing

September 2020



TECHNICAL COMPETENCY EXAMINATION

The Sri Lanka Insurance Institute

December 2017



BASIC COMPUTER SCIENCE

KMTA Pakistan Computer Centre

March 2011



Personal Information

Name	-	Latheef Mohamed Rikas
Date of Birth	-	1996.06.24
Gender	-	Male
Nationality	-	Sri Lankan
Passport No	-	N6991148

I do hereby certify that the above given particulars are true and accurate to the best of my knowledge.

Mohamed Rikas