

# RAKEEM MUHAMMADH



**Date of birth:** 1994/12/31  
**Nationality:** Sri Lanka  
**Address:** 3087, Al Khor, Qatar  
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**Email address:** rakeemmhd234@gmail.com  
**Custom field:** Driver & Collections Officer  
**Custom field:** Arabic , English read and write 99%

## Profile

### Profile \*Professional Summary

- **Detail-oriented \*\*Delivery & Collections Officer\*\* with [5 years] of experience in logistics, inventory management, and banking-related tasks. Skilled in vehicle operations, client pickups/deliveries, and maintaining accurate records. Hold a valid [Qatar/kuwait] driving license and NOC.**

## Work experience

04/2024 – present  
Al khor, Qatar

### Receptionist and operating Rider spot e-scooter rental

Operations Manager – Electric Scooter Rentals  
simalsima a murwab resort alkhor  
(Present)

- Manage day-to-day operations of a scooter rental business, including electric scooters, three-wheel scooters, baby go-karts, and cycles for children.
- Oversee financial transactions, including processing ATM bills and maintaining accurate records.
- Prepare daily and monthly performance reports, analyzing revenue, expenses, and overall business performance.
- Supervise rental areas, ensuring smooth operations, customer satisfaction, and safety compliance.
- Monitor and maintain rental equipment, ensuring all assets are in optimal working condition.
- Develop and implement strategies to improve operational efficiency and increase revenue.

12/2019 – 10/2023  
Mubarak Al Kabeer, Kuwait

### Office assistant Oudh and perfumes Kuwait

- well communicate in English and Arabic language
- Polite and well-mannered
- Assist the divisional needs by demonstrating administrative capabilities
- process and work with confidential information, self – manage assignments
- foster team work among team members

## Education

10/2006 – 01/2024  
Matale, Sri Lanka

**Al aalim & IT**  
**Al aalim graduated from Arabic college / software engineering diploma from E-soft metro college**

## Skills

- Valid Driving License & Safe Driving Record - Inventory Control & Stock Management - Banking Tasks (e.g., cash handling, deposit collection) - Delivery & Pickup Coordination - NOC Compliance - Time Management & Route Planning  
**Professional**

Customer Service, Technical & Organizational Skills  
**Professional**