

# RILA RAZIK

## PRO (Mandhoob) | Admin Officer | Secretary



**Location:** Doha, Qatar  
**Nationality:** Sri Lankan  
**Visa Status:** Transferrable (with NOC)  
**License:** Qatar Driving License for Light Vehicle.  
**Phone Number:** +97433245824 | +94758299109 (WhatsApp)  
**Email:** rilarazik@gmail.com

### Personal Statement

Dynamic result-oriented team player, a quick learner, a self-confident positive thinker with Excellent Interpersonal skills and communication skills. I am an educated individual; prefer to take responsibilities under decision making, hardworking, innovative, self-motivated and self-determined **Moulavi Degree of the Anwarul Uloom Arabic college of Makola Muslim Orphanage.**

### Working Experience – 7 Years & 10 Months

**Admin Officer** (Jan 2019 – Present)

**Duration:** 1 Year  
**Organization:** Facilities Management & Maintenance. L.L.C, Qatar.  
**Project:** Hamad International Airport

#### Key Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Prepare Document for Staffs' MOI Airport Passes & Vehicle Passes for Air Side Operations (AVOP) & Employees' Vehicle Permit
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Process, submits and follow up all the company official relations/ transactions with the government sectors.
- Assist colleagues whenever necessary

**Public Relations Officer cum Mandhoob** (Jan 2017 – Oct 2018)

**Duration:** 1 Year & 10 Months

**Organization:** Planetary Tower Contracting, Qatar.

**Key Responsibilities:**

- Process, submits and follow up all the company official relations/ transactions with the government sectors.
- Submitting all renewals of visas & labour work permit cards with labour office as well as the immigration department.
- Processing all renewals of driving license & labour health cards with traffic office as well as the health department.
- Renewals of official documents of the company (i.e. trade license, chamber of commerce, CR, traffic department, municipality, customs clearance etc.).
- To liaise with authorities to ensure Company compliance to local laws and regulations.
- To process local amendments in coordination with the authorities.
- To deal with government authorities in relation to the buying, selling or leasing of land/property.
- To process trade license renewals.
- To keep updated on labour related changes in relation to visa processing.
- Supporting any legal issues in Company registrations.
- Liaise with all government institution with regards fines, penalties or any inquiry.

**Chief Cashier** (Jan 2014 – Dec 2016)

**Duration:** 2 Years

**Organization:** Nolimit (pvt) Ltd, Sri Lanka.

**Key Responsibilities:**

- Oversee cash transactions, cash reconciliations, account payments, account receivables and other accounting duties according to company policies.
- Welcome customers, provide assistance and respond to their concerns.
- Manage customer transactions both cash and card payments.
- Train newly hired cashiers on accounting procedures and company policies.
- Assist in store's shrink awareness programs and provide corrective actions.
- Supervise checkout stations on regular basis.
- Manage store operations in the absence of Store Manager.
- Maintain the checkout area clean, safe and organized.
- Evaluate performance of cash associates and provide feedback.
- Ensure customer transactions are processed promptly and accurately.
- Generate cash related documents and account reports.
- Perform bank deposits and withdrawals according to established policies.
- Ensure cash associates follow accounting policies, safety procedures and customer service standards.
- Identify and communicate any accounting related issues to management promptly.
- Ensure that merchandises are properly displayed, stocked and labelled.

### **Cashier (Jan 2013 – Dec 2013)**

**Duration:** 1 Year

**Organization:** Nawalanka Super City, Sri Lanka.

#### **Key Responsibilities:**

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

### **Librarian (Jan 2011 – Dec 2012)**

**Duration:** 2 Year

**Organization:** Anwarul Uloom Arabic College, Sri Lanka.

#### **Key Responsibilities:**

- Collect and catalog library resources including books, films, and publications.
- Help people locate reference and leisure reading materials.
- Maintain library records and ensure it is updated.
- Perform regular audits of the information and inventory on file.
- Educate patrons on how to properly search for information using the library databases.
- Manage budgeting, planning, and employee activities.
- Oversee the check-out process for books and other resource materials.
- Organize and host book sales, author signings, and other reading events.
- Clarify the use of library amenities and provide information about library policies.
- Make sure the library meets the needs of precise groups of users including postgraduate students and disabled students.

## **Professional Qualifications**

### **Moulavi Degree**

In Arabic Language & Islamic Studies

Anwarul Uloom Arabic College - Makola , Srilanka-2012

### **Al-Aalim**

Offered by Examination Department of Sri Lanka-2013

### **General Certificate of Education (Advanced Level) -**

Anwarul Uloom Arabic College - Makola , Srilanka - 2012

### **General Certificate of Education (Ordinary Level)**

Anwarul Uloom Arabic College - Makola , Srilanka - 2010

### **Diploma in Information Technology**

Offered by British College of Applied Studies, Sri Lanka-2013

### **Diploma in Programming**

Offered by British College of Applied Studies, Sri Lanka-2013

### **Diploma in Hardware & Networking**

Offered by British College of Applied Studies, Sri Lanka-2013

### **Diploma in Web Designing**

Offered by British College of Applied Studies, Sri Lanka-2013

### **Certificate in Proficiency English**

Offered by British College of Applied Studies, Sri Lanka-2013

## Key Skills

- Proficiency in all areas of **Microsoft Office**, including **Excel, Word and PowerPoint**.
- Language Skills: **English, Arabic, Tamil, Sinhala, Hindi** (Reading, Writing & Oral)
- Accomplished **interpersonal skills** and **communication skills**.
- Ability to take initiative and **work well under pressure, ensuring strict deadlines are met**, as successfully demonstrated during work experience placement project.
- **Flexibility**, whilst maintaining **enthusiasm** and **commitment to work** provided.

## Extra-Curricular Activities

**Leader of the Student Council** in Anwarul Uloom Arabic College.

**Secretary** of Qatar Bammanna Society (QBS).

**President & Co-Founder** of Helping Hands (NGO).

**Internal Auditor** of Sharjah Welfare Association, Sri Lanka.

**Captain cum Football Player** in Sharjah Football Club, Sri Lanka.

**Vice President** of Makola Muslim Orphanage – Old Boys Association, Sri Lanka.

## References

Available upon request.

I do hereby certify that the above particular submitted by me in this application is true, complete, and accurate according to the best of my knowledge.