



TUAN ASSHEIK

Team Lead - RCM

About Me

Results-driven Team Leader known for high productivity and efficient task completion. Skilled in strategic planning, conflict resolution, and performance optimization. Excel in leadership, communication, and problem-solving to achieve team goals. Ready to leverage abilities in organization and motivation to drive success in fast-paced environments.



078 605 5731



tuanassheik978@gmail.com



376/l/k/l/20a Nandana Mawatha,
Hunupitiya, Wattala.

LANGUAGE

- English
- Sinhala (Fluent)
- Tamil (Fluent)

EXPERTISE

- Management Skills
- Team Building
- SOP Adherence
- Time Management
- Complaint Resolution
- Leadership

EXPERIENCE

Junior Executive (Team Lead) - Invoice Management
Oki Doki (Pvt) Ltd - Subsidiary of Expolanka Holdings PLC

2023 - Current

- Monitored daily workflow to ensure adherence to established policies and procedures.
- Analyzed data from various sources to identify areas of improvement in the department's operations.
- Conducted regular performance reviews to assess individual team member progress.
- Resolved customer complaints in an effective manner while maintaining a high level of customer service.
- Assigned projects and distributed tasks to team members as per area of expertise.
- Facilitated team meetings to discuss targets, strategies, and address any issues.
- Implemented strategic plans to enhance team performance and productivity.

Coordinator - Invoice Management
Oki Doki (Pvt) Ltd - Subsidiary of Expolanka Holdings PLC

2020 - 2023

- Managed daily workflow processes associated with invoice creation and distribution.
- Worked closely with accounting department staff members to ensure accuracy of invoicing data entered into the system.
- Analyzed customer accounts to identify discrepancies and resolve billing issues.
- Generated detailed reports on billing activity for management review.

Billing Coordinator
K B N Machinery (Pvt) Ltd
2017 - 2019

- Processed invoices and payments accurately and promptly.
- Maintained customer accounts by recording account information, reconciling discrepancies.
- Generated monthly financial statements for customers.
- Performed filing duties including sorting incoming mail, maintaining filing system, and organizing documents.
- Provided assistance to Accounting Department staff during month-end close process.

EDUCATION

St. Sebastian's College , Enderamulla

G C E Ordinary Level Examination - 2013

- Mathematics - A
- Sinhala - A
- Islam - A
- English - A
- Western Music - A
- Accounting & Business Studies - A
- History - B
- Information Technology - B
- Science - S

Zahira College , Colombo

G C E Advanced Level Examination - 2016

- Accounting - A
- Business Studies - B
- Economics - C

Esoft Metro Campus , Wattala

DITEC (Diploma In Information Technology

OTHM Level 7 Diploma in Logistics & Supply Chain Management
Currently Pursuing
ICBT Campus | OTHM, UK

Non related - Referees

Umair Himayatullah
Assistant Manager - Business Analyst (Expolanka Freight Pvt Ltd)

075 807 1078

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