

# Arkam Rizwan

PROJECT MANAGER | BUSINESS ANALYST

## CONTACT

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PORTFOLIO:

[www.arkamrizwan.com](http://www.arkamrizwan.com)

HOME:

Manning Place, Wellawatta, Colombo 06.

## SKILLS

### LANGUAGE

- ENGLISH
- SINHALA
- TAMIL

### TECHNICAL

- AGILE
- JIRA
- SCRUM
- EXCEL
- TABLEAU
- PYTHON

### NON – TECHNICAL

- COMMUNICATION
- ANALYTICAL THINKING
- REQUIREMENT GATHERING
- FOLLOW-UP

## PERSONAL INFO

DOB: 15/03/1999

Nationality: Sri Lankan

Marital: Bachelor

Valid Sri Lankan Driving License

## PROFILE

I assess myself as a self-motivated and responsible individual with an acceptable level of self-confidence, a personality with a healthy attitude, and an uncompromisable integrity. A Certified Scrum Master and BSc degree holder in business information systems from the University of Westminster, and an AI Enthusiast, have demonstrated an unwavering commitment and integrity at Virtusa as Junior Project Manager. Have successfully orchestrated multiple software development projects employing Scrum methodology and agile principles.

## EXPERIENCE

NOV 2022 - CURRENT

### Management Trainee – Delivery

Virtusa Pvt Ltd | Colombo, Sri Lanka

- Was monitoring and analyzing project metrics, ensuring better visibility into project progress and performance. This enabled informed decision-making and proactive adjustments as needed.
- Was responsible for monitoring, updating, and managing Virtusa project management tools (Chorus+, DMI, DXT).
- Facilitated daily stand-up meetings as part of Scrum Ceremonies
- Managed and tracked timesheet submissions to ensure timely completion.
- Facilitated team members in acquiring essential domain and skill knowledge through certification programs.
- Assisted project manager in tasks related to documentation, project tracking, and risk management.

OCT 2022 – NOV 2022

### IT Executive

Datamation Systems Pvt Ltd | Colombo, Sri Lanka

OCT 2020 – SEP 2021

### Assistant IT Executive

Datamation Systems Pvt Ltd | Colombo, Sri Lanka

- Acquired hands-on experience in Azure AI forecasting, Corteza low code platform, and ERP system implementation.
- Expanded skills in web design and development through practical application.
- Played a pivotal role in the successful upgrade of the Datamation.lk website, contributing valuable insights and technical expertise.
- Facilitated stakeholder training sessions to ensure seamless adoption of the ERP system.
- Spearheaded requirements gathering efforts to align technology solutions with business objectives.

## REFERENCES

### DULMINEE JAYAWARDENA

Associate Program Director - Delivery  
Virtusa Pvt Ltd (USA), Southborough,  
MA, Massachusetts 01772,  
Email: dujayawardena@virtusa.com  
Mobile: +1 (404) 326-2149

### FAZAL ISSADEEN

Managing Director Datamation  
Systems (PVT) Ltd, No 15, Shrubbery  
Gardens, Colombo 04,  
Mobile: 0777 767 767  
Hotline: 0777 899 899

- Maintained open lines of communication with project managers to coordinate project timelines and deliverables.
- Conducted rigorous quality assurance testing to guarantee the reliability and functionality of systems prior to implementation.

## EDUCATION

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SEP 2018 – SEP 2022

**BSc Business Information Systems,**  
**University of Westminster UK - United Kingdom**

- Awarded with Second Upper Honors
- graduated with a 3.3 GPA
- Interned as an assistant It executive at Datamation Systems,
- final-year research project "ITAS" was selected for the university Cutting Edge Competition 2022

AUG 2026 – AUG 2018

High School Diploma: **CAMBRIDGE ADVANCE LEVEL**  
**Royal Institute Havelock Town - Colombo, Havelock**

A/L Math Stream (Pure Mathematics I, II, II | Mechanics I | Statistics I)

## CERTIFICATIONS

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SEP 2023 | From Scrum Alliance  
**Certified ScrumMaster (CSM)**

By Microsoft & LinkedIn  
**Career Essentials in Generative AI**

By Coursera & Google  
**Google Data Analytics**

Attended Seminars on **7 Habits of Highly Effective People**

NOV 2016 | IDM Colombo 06  
Foundation Diploma in ICT

## PROJECTS

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### Final Year Project (ITAS)

My Final Year Project entails the development of innovative software tailored for travel agents in Sri Lanka. Distinguished from typical booking engines such as Booking.com, Airbnb, and Agoda which cater primarily to consumers (B2C), this project focuses on Business-to-Business (B2B) functionality exclusively for travel agents—an underserved segment in the industry.

A defining feature of this solution is its ability to conduct price comparisons between major B2C booking engines and the rates offered by travel agents to their clients. Additionally, it empowers travel agents to curate accommodations (including hotels, villas, and apartments) that fulfill specific guest requirements, which may not be available through conventional booking engines. These unique offerings may include accommodations like interconnected rooms, rooms with plunge pools, family rooms with bunk beds, etc., all within specified locations and budgets.

Moreover, the software streamlines the process for travel agents by facilitating the creation of quotations, itineraries, vouchers, and other essential documents. It also furnishes valuable management information for enhanced decision-making.

By enabling seamless rate comparisons across multiple booking engines, the software equips travel agents with the leverage to negotiate more favorable prices with ease, thus amplifying their sales capabilities and overall competitiveness in the market.

I hereby certify that the  
Information provided herein is  
True and Correct.

*M. ARKAM RIZWAN*

## *ACTIVITIES*

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- Stagecraft 2019, Compered in Duo singing. 2020 played part in organizing the event, stagecraft was taken to the next level by conducting it at Nelum Pokuna.
- Rotaract club of IIT (RACIIT), Became a RACIIT member by organizing a small project, ice-cream carnival, Volunteered and Organized Signature projects HDS (Hotdog Showdown), Just Say Hi'20, Haxmas'19, etc.
- IRONMAN 70.3 2019 Colombo, actively participated as a volunteer in making the event a success, Participated and organized many events as RACIITs.

## *HOBBIES & ACTIVITIES*

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### **JSKA (Japan Shotokan karate association)**

Attended sessions for many years and completed as an Orange Belt holder.

### **SWIMMING**

Participated in sports meets, swimming & other inter-school activities

### **BADMINTON**

Avid player with a competitive edge, regularly engaging in matches with family and friends Possess a strong understanding of game strategy and technique.