

# RIYAS A



## CONTACT



AL KHAIL GATE

AL QOUS

DUBAI



+971 0588779097



[riyasalayan8@gmail.com](mailto:riyasalayan8@gmail.com)



## PERSONAL DETAILS

Gender : Male

Date of Birth : 17/02/1998

Father's Name : Hamza

Nationality : Indian

Marital Status : Single

Passport No. : S6713726

Date of Expiry: 09/10/2028

## CAREER OBJECTIVE

Confident and energetic customer service representative passionate about serving customers. Thrives in a challenging and fast-paced environment. Able to interact freely with customers and resolve issues quickly. Now looking for a rewarding position where I can serve customers and increase customer retention.

## WORK EXPERIENCE

### SALES EXECUTIVE

U.S POLO, KOCHI, KERALA

FROM JANUARY 2020 TO NOVEMBER 2021

### CASHIER CUM ACCOUNTANT

ECODINE RESTAURANT, PERINTHALMANNA, KERALA

FROM JULY 2019 TO DECEMBER 2019

### SALES EXECUTIVE

WOODLAND, KOCHI, KERALA

FROM JANUARY 2018 TO JUNE 2019

#### Duties and Responsibilities:

- Greet and direct customers.
- Maximize sales volume.
- Maintain visual presentation standards that are
- Consistent with the USPA philosophy and direction.
- Demonstrate effective written and verbal
- Communication skills.
- Manage time and prioritize tasks.

## EDUCATIONAL QUALIFICATIONS

### ➤ BACHELOR OF COMMERCE (B.COM) IN FINANCE

NAJATH ARTS & SCIENCE COLLEGE, MANNARKKAD, KERALA

CALICUT UNIVERSITY | YEAR OF PASSING: 2018

### ➤ HIGHER SECONDARY : COMMERCE

VICTORY COLLEGE, MANNARKKAD, KERALA | YEAR OF PASSING: 2015

KERALA BOARD OF HIGHER SECONDARY EXAMINATION

### ➤ SSLC: KALLADI HIGHER SECONDARY SCHOOL, MANNARKKAD, KERALA

KERALA BOARD OF PUBLIC EXAMINATION | YEAR OF PASSING: 2013

## LANGUAGES KNOWN

- English
- Malayalam

## CERTIFICATION COURSE

### ➤ TALLY AND EXCEL

**SSI IT EDUCATION, MANNARKKAD, KERALA**

**THE BOARD OF SYSTEM SOLUTIONS INTEGRATED INTERNATIONAL**

## PROFESSIONAL SKILLS

- Communication
- Teamwork
- Decision Making
- Willingness to learn new methods and systems
- Time management.
- Strategic thinking.
- Flexibility
- Ability to manage multiple priorities
- Planning and Organizing
- Product knowledge.
- Active listening.
- Setting goals.

## COMPUTER SKILL

- Basic Knowledge
- Adaptable to all billing softwares
- MS – Excel
- Tally ERP-9

## DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief.

**RIYAS A**