

RIYAS A



CONTACT



AL KHAIL GATE

AL QOUS
DUBAI



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

COMPUTER SKILL

- | | |
|--------------------------------------|---------------|
| ➤ Basic Knowledge | ➤ MS – Excel |
| ➤ Adaptable to all billing softwares | ➤ 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