**Curriculum Vitae**

**Muhammad Niyas. A**

**Objective:**

 I want to work in a challenging environment, where I have ample opportunities to employ my talent, learn more, advance in my career and have diversified exposure to further excel the professional skills and environment to motivate the individual for a long-term career.

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**Professional Summary**

 I am a hardworking and experienced individual with over **2** years’ experience working as sales executive and front office executive and **1** year 6 months experience in security operation office I am able to priorities work, listen to and work well with colleagues.  Proven to have an awareness of Health & Safety in the workplace with a good understanding of stock control and processes, I am a proven all-rounder. Highly articulate and effective communicator; works well with individuals on all levels; Recognized as a resource person, problem solver and team player; **Profound expertise all areas of materials management, inventory, Lost & Found and staff leadership**; Efficient in identifying new opportunities; Profound expertise in developing strategies; Possess excellent interpersonal skill and cross-functional team interactions to collaborate with various teams.

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**Career History**

**March 2015 to Present in Security operation office**

**Working in Abu Dhabi as a service provider**

**Duties and Responsibilities:**

1. Maintaining almost work permits daily updating in system checking attached documents of permit like IDs expiry date checking commercial license, method off statement and risk assessment for all
2. Yas Mall Tenants and contractors for having any kind of work in Yas Mall premises.
3. Maintaining of lost & found records & reports.
4. Helping and Meeting to contractors and tenants to handling issues regarding any kind of maintenance work in stores or projects work in Yas mall.
5. Updating the daily dispatch deliveries and labor reports in monthly report.
6. Helping Marketing team for all events in Yas Mall.
7. Maintaining workflow by studying methods and developing reporting procedures.
8. Resolving administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
9. Creating and revises systems and procedures by analyzing operating practices, record keeping systems, and forms control.

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**June 2012 – June2014 as a Sales executive**

**& Front office Executive**

**TVS & sons Ltd (Mahindra & Mahindra**

**Kollam, Kerala, India**

**Duties and Responsibilities:**

1. Assist & Coordinating with Sales & Marketing team.
2. Daily sales report prepared and verified with sales/marketing team
3. Representing the company at trade exhibitions, events and demonstrations.
4. Reporting to the vehicle Sales Manager on activities, reviews and analyses.
5. Promoting the Brands & Encouraging the Sales through various Promotional Activities
6. Ensure the customer understands the vehicle’s operating features, warranty and paperwork
7. Goals set for centers month on month, maintaining relationship with target customers,
8. Customer service, ensuring high rate of return on investment, sales support and sales
9. Demonstrating vehicles to customers, including taking them for drives
10. Meeting customers face to face and holding sales discussions with them.
11. Deal with Enquiries from the all customer and visitors in a courteous and professional manner(Face to Face, over the phone and through email)

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**Academic Career:**

**2011 Diploma in Engineering Polymer Technology**

 Government Polytechnic College

 Adoor, Kerala, India

 Technical university of Kerala

 **2007 +2 Commerce**

 Govt Higher secondary School Anchal West

Board of Secondary Education Kerala

 **2005 SSLC**

 Govt Higher secondary school Anchal West

 Board of Secondary Education, Kerala

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**Personal Information:**

Date of Birth : 30-08-1990

Sex : Male

Marital Status : Single

Nationality : Indian

Mother Tongue : Malayalam

Languages Known : English, Malayalam, Tamil

**Job Seeker First Name / CV No: 1799574**

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