**CURRICULAM VITAE**



# NIYAS

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# **Career Objective**

# To find a challenging career to meet my capabilities, skills, education and always on the lookout for a bigger perspective. Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

**My Success**

* Documentation
* Sales and Marketing
* Integrity & Ethics
* Communication & Recognition
* Excellent adaptability to different business conditions.
* Strong analytical and problem solving skills.
* Motivated self- starter with an aptitude for learning new skills quickly.

### Teamwork & Leadership

* Logistics and Transport coordination

**Employment Information**

* ***Document Controller***

*Hill International PMC, Abu Dhabi–UAE. (SEHA Al Sila’a Community Hospital Project)*

2014 –2016

*Duties and responsibilities*

* Maintaining a tracking facility to enable documents to be updated easily.
* Scanning all relevant new documents.
* Checking dispatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Receiving and distributing incoming and outgoing documents and mails.
* Ensuring all documents are up to date as possible within electronic filing systems.
* ***Business DevelopmentOfficer***

*CyberotechSoftware Technologies - Kochi -Kerala - India*

2013– 2014

*Duties and responsibilities*

* Manage territory call base by actively prospecting & canvassing new business.
* Implementing the strategic deals with customer to compete with other brands.
* Advising customers about delivery schedules.
* Giving feedback on sales trends and proposing new trade deals.
* Keeping in contact with existing customers in person and by phone.
* To identify problems, establish needs and wants create confidence.
* Visiting potential customers to demonstrate products and gain new markets.
* Negotiating variations in price, delivery and specifications with managers.
* ***Operation Executive***

*National Trades and Agents -Kochi -Kerala - India*

2011– 2012

*Duties and responsibilities*

* Record initiate enter the shipments to the logistics system to ensure existing information for further processing.
* Pack and prepare classify and hold the shipments according to the destination and the routine to be handled by assigned staff.
* Calculate, account and provide information about the shipment statistics weight, destination, quantity, type, charge,…etc.
* Perform material handling, receive and deliver to the desired routine and processing recipient or any concerned party.
* ***Assistant Sales Manager***

*TBG Hyundai Cars - Tirur -Kerala - India*

2010– 2011

*Duties and responsibilities*

* Advising customers about delivery schedules and after-sales service.
* Communicating with target audiences and managing customer relationship.
* Organizing and attending events such as conferences, seminars, & exhibition.
* Contributing and developing marketing plans and strategies.
* Giving instructions and advices to the down lines.
* Developing business opportunities in different areas with the help of down lines.
* Managing the production of marketing materials including posters, leaflets, flyers etc.

# **Education**

# *Bachelor of Science (BSC. Physics)*

# PERIYARUniversity - TAMILNADU- INDIA

# 2012

# *Higher Secondary in Science*

# Board of Public Examination - KERALA- INDIA

# 2007

**Certification**

* ***Post Graduate Diploma in Logistics and Supply Chain Management Course***

*Bharat SevakSamajUnder govt. of India*

*2011- 2012*

* *Documentation*
* *Exporting and Importing Clearance*
* *Logistics & Supply Chain Coordination*
* *Warehouse and Inventory Management*
* ***Microsoft Soft Excel 2010***

**Skills and Strengths**

* Valid UAE Driving license
* Managing&Communication Skills
* Good interpersonal skills
* Creative Presentation
* Good Team Work and Service Oriented.
* Self-Motivated.
* Confident & Optimistic person.
* Worked as customer service agent
* Proficient in MS office and EDMS

**Visa Details**

# Status : Visit

# Date of Expiry : May 07, 2017