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| Riyas  [Riyasriya.361317@2freemail.com](mailto:Riyas#.361317@2freemail.com) |

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| **Suitable position for my professional experience** | | |
| **Objective** | Seeking a career where I can utilize my experienced knowledge in Accounts, sales and marketing with opportunity for growth and achievements to prove a valuable asset for the Organization for any challenging career. | |
| **Summary** | | |
| * Having 02 year of experience in the field of Accounts & Computerised Billing. * Having 02 year of experience in the field of purchase manager & Store keeper. * Having 02 year of experience in the field of marketing. | | |
| **Employment History** | * **Asst. Manager (marketing)**   **EUROTECH marketing company Feb 2015 to Feb 2017**  Asst. Marketing manager   * **Purchase manager & store keeper**   **R A K Bakers Dec 2012 to Jan 2015**  Purchase manager & store keeper   * **Accounts & Computerised Biller**   **K.R. Restaurants & Bakers June 2010 to Oct 2012**  Counter Billing & Accounts | |
| **Professional Experience** | | |
| **Accounts & Computerised Biller. Work Involved** | * Daily Collection Reports Verification. * Daily Verification of Credit & Debit Entries. * Data Entry of the daily invoices and vouchers. * Daily Credits & Debits Transactions handling in the restaurant & Bakery. | |
| **Purchase manager.**  **Work involved:** | * Maintain records of product ordered and received. * Prepare and process of purchase orders for supplies. * Control purchasing department budgets. * Analyse market and assess present & future material availability. | |
| **Asst. marketing Manager. Work Involved:** | * Creating new marketing strategies for increase sale. * Attending clients meeting and make them confidents and awareness about products and company. * Always motivating & supporting team members. * Work accordingly to achieve the goals. | |
| **Academic Qualification** | | |
| * Diploma in Computerised Financial Accounting, India. * Master Of Commerce in Bharathiar University (on-going). * Bachelor Of Commerce in Calicut University, India. * Plus Two from Higher Secondary Board, India. * S.S.L.C from Board of Public Examination Kerala, India. | | |
| **Computer Skills** | | |
| * Tally & Peach Tree (DCFA). * Good knowledge of the usage of Internet, E-mails and Fax. * Arabic & English Typing Skill 35 & 45 WPM respectively. * Microsoft office packages and Internet applications. * Basic knowledge of computer hardware & networking. | | |
| **Personal profile** | | |
| * Date of birth | | : 23 July 1990 |
| * Place of birth | | : Kerala, India |
| * Nationality | | : Indian |
| * Religion | | : Muslim |
| * Marital Status | | : Single |
| * Languages (Read & Write) | | : English, Malayalam & Arabic |
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| **Advantages** | | |
| * Better knowledge of Computerised Billing and accounts. * Well experienced in the field of marketing and customer support. * Well experienced in the field of Counter sales & verification of the products. * Well experienced in the field of cash sections like verification, sorting & Deposits. | | |

**Declration**

I do here by declare that this resume correctly describes my qualifications,experiences and self to the best of my knowledge.