|  |
| --- |
|  Riyas Riyasriya.361317@2freemail.com  |

|  |
| --- |
| **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 |
|  |  |
|  **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.