**CURRICULAM VITAE**

**RIYAS**

**DUBAI - UAE**

**E-mail:** [**riyas.380514@2freemail.com**](riyas.380514%402freemail.com)

**Mobile: Whatsapp +971504753686 / +919979971283**



**Objective**

To pursue a career in Sales and Accounts with a reputed organization where my education and experience can have valuable application. To achieve a challenge in demanding & progressive growth-oriented position in a fast-growing organization where my abilities, knowledge & experience can be fully utilized.

**Professional Summary**

* 6 years of professional experience in Sales and accounts in India & KSA
* Hold a bachelor’s degree in commerce
* Proficient in English, Hindi, Arabic (Basic) and Malayalam
* Prepare financial statements includes balance sheet and P&L a/c.

**Educational Background**

* **Bachelor of Commerce (B. Com)** from Calicut University, Kerala, India.(2004 to 2007).
* **Plus Two** from Board of Higher Secondary of Kerala.

**WORK EXPERIENCE**

1. COMPANY: AL MUTHERI SPARE PARTS, RIYAD-KSA

**DESIGNATION: *Salesman cum Account Assistant***

**PERIOD: March 2013-Nov 2015**

**JOB PROFILE:** The job profile involves attending walk-in customers, giveinformation about the products, know about the customer needs and provide them. Make sure the customer is satisfied with item sold

- 1 -

**Job Description:**

* + Arranging proper displays in Showroom.
	+ Timely Ordering Goods from warehouse
	+ Assisting customer with product information
	+ Maintain proper inventory controls, facilitated inventory transactions
	+ Maintenance the stocks and timely book keeping records: journals, general ledger, receipt and Payments
1. **COMPANY: RAHMA Building Materials. JEDDAH - KSA**

**DESIGNATION: *Sales cum Office Admin***

**PERIOD:** Nov 2015 -Dec 2017

**JOB PROFILE:** The job profile involves attending customers, follow-ups and arrangingdeliveries. Also look around the office duties as well

**COMPUTER AWARENESS**

* Well versed with MS Office, TALLY (7.2 & 9. ERP), PEACH TREE Etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PERSONAL PROFILE** |  |  |  |
| Date Of Birth | 31th May 1985 |  |
| Marital Status | Married |  |
| Nationality | Indian |  |
| Father’s Name | Ali Hassan |  |
|  |  |  |  |  |
| **Passport Details:** |  |  |
|  |  |  |
| Place of Issue | : Malappuram |  |
| Date of Issue | : 02/05/2017 |  |
| Date of Expiry | : 01/05/2027 |  |
| Visa Status | : Visit Visa |  |

**Declaration**

I hereby declare that the above-mentioned information in the resume are true and correct to the best of my knowledge and belief.

- 2 -