**CURRICULAM VITAE**

**RIYAS**

**DUBAI - UAE**

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**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

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**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.

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

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