# RIYAS

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***Any Suitable Jobs***

***Career Objective :***

Seeking for substantial responsibility Details- orientated and driven expertise in problem solving and managing daily office functions, Hard working , multi-tasking with outstanding telephone, scheduling and documentation skills.

# Profile :

More than 10 years of Dubai extensive experience as Public relation officer, Admin Assistant, Messenger work with excellent communication, Computer skill.

# Skills:

Good team player with excellent communication skills, very conversant Tally accounting Software & MS office, Word, Excel & Access ,internet communication by e-mail .

# Professional Experience:

Worked as **PRO&ADMIN** at PLASTIC DUBAI.( From july2018 to Sep 2019)

Worked as **PRO** at VSA SHIPPING CO DUBAI,( From may 2015 to 2017)

Worked as **PRO&MESSENGER** at RESORT INTERNATIONAL GENERAL TRADING CO, DUBAI . (From jan 2014 to feb 2015)

*Worked as* ***SALES MAN*** *at LIFCO TRADING CO,SHARJAH .*

( From May 2009 to 2012).

*Worked as* ***OFFICE ASSITANCE*** *at METROPOLITAN HOTEL ,DUBAI .*

(From Sep 2006 to Jan 2009).

# Educational Back ground

Educational Qualification

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| --- | --- |
| *computer Skills*  *Accounting Skills*  *Driving licence* | *B.SC (computer science) Passed in April 2004 from Bharathidasan University Trichy in India*  *Advanced Diploma Management System from M/S. Pace Computer Education*  *Accounting Tally 7.2 from Pace  Computer Education. Microsoft Office; Word , Excel, PowerPoint & Tally*  *UAE Licence , Exp Date 25/01/2025 .No.3* |

# Work History :

* *Documentations for New Business setup.*
* *Amendment, Empolyment visa, Resident visa,trade License, Establishment card.*
* *Preparing Quotations and invoices and handling live chat and sales.*
* *Maintain the customer SOA/ Payment Follow-ups.*
* *Typing Medical, Emirates id and Visa application.*
* *Assisted with team building initiatives and overall support for maintenance of organisational culture and employee morale.*
* *Document Collections Cheque, Invoices and other Shipment documents.*

*documents delivery, Do payments and cash deposits Bank at Dubai Customs.*

* *Delivering company parcels at different addresses and through different routes.*
* *Others admin and clerical works if required for the staff and company.*
* *Following different routes and maintaining time schedule.*
* *Travelled to other emirates as well and have very good route knowledge in Dubai.*

**Admin Desk :**

* Documentations for customers / agents.
* Proactive email managements.
* Verifying Bank Related Documents.
* Arranging internal events and meetings.
* Recording and maintaining client information.
* Dow jones checks for compliance.
* Verifying the different kinds of sanctioned cargo.

# Personal Information:

Date of Birth : March4,1982.

Sex : Male

Nationality : Indian

Marital Status : Married

Language Known : English, Hindi, Arabic, Tamil ,Malayalam

Visa us : Employment visa .(Transferable visa)