** NIYAS**

**Email:** [**niyas.387439@2freemail.com**](mailto:niyas.387439@2freemail.com)

**Objective**

To work in an organization that offers a professional working environment and enables me to enhance my skills and knowledge through challenging work and assignments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary**

* Excellent analytical and problem solving skills, with ability to work independently.
* Fast learner, self motivated, team oriented with a high degree of attention & commitment to work.
* Excellent communication and interpersonal skills.
* Energetic, dynamic and very enthusiastic, creative thinker. Enjoy challenging young minds.
* Forthright and assertive. A friendly, competent and hardworking employee.
* Strong organization and motivational skills.

**Work Experience**

**Organization Location Designation Date**

**: Peeyesyem Hyundai**

**: Chennai, India**

**: Cashier**

**: 9th July 2018 – Dec 2018**

**Responsibilities:**

* Handle cash, credit or check transactions with customers
* Scan goods and collect payments
* Ensure pricing is correct
* Issue change, receipts, refunds, or tickets
* Redeem stamps and coupons
* Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
* Make sales referrals, cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Bag items carefully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Qualifications**

* **MBA (HR / Marketing) from Madras University – 2015 - 2017**
* **B. Com (General) from Madras University – 2012 – 2015**
* **HSC from State Board - 2012**
* **SSLC from State Board - 2010**

**Computer Skills**

Operating System known Software known Browsing Known

: Microsoft Window 7.0, 8.0 & 10

: MS Office (Excel, Word, Power Point) & PDF

: I. Explorer, Edge, Google Chrome & Fire Fox

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information**

Date of Birth

Religion

Citizenship

Marital Status

: 18-05-1995

: Muslim

: Indian

: Single

: English, Tamil

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_