



ABBAS RISWAN

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OBJECTIVE

I want to secure a position in a company that challenges my skills, updates my current knowledge, and sharpens my training. I want to broaden my horizons and gain a different perspective so that I can look at the same thing from a variety of angles.

WORK EXPERIENCE

STORE KEEPER - LIFESTYLE STORES, KOCHI, INDIA

July 2021- June 2022

- Replenished supply inventories following established guidelines of the company.
- Managed the store layout.
- Receive, uploaded and shelf all supplies
- Reported damaged inventories for record-keeping and reimbursement.
- Maintained a neat, clean and safe working environment as per government regulation.

OFFICE ASSISTANT - IMAGENATION, YAS ISLAND, ABUDHABI

Oct 2022-Sep 2024

- Worked with a wider development team.
- Made better interaction with the staffs.
- Taking and delivering messages.
- Ensured the office runs smoothly.
- organised office and assisted associates in ways that optimize procedure.

EDUCATION

Higher secondary

2015-2017

Chattanchal higher secondary school, kerala

High school education

2012-2015

Chattanchal higher secondary school, kerala

CERTIFICATIONS

FIRST AID CPR AED

2022

American Heart Association Heart saver First Aid CPR AED Program

LANGUAGES

English and Hindi - Fluent

STRENGTHS

sales, marketing, customer service, communication, attention to detail, collaborative, problem solving, leadership, adaptability, self motivated, master specific skills or software, passionate, analytical skills, flexible, honest, dedicated, positive attitude, patient, pro active, innovative, Data entry, Packing

TECHNICAL SKILLS

MS - Word

MS - Excel

Internet and mailing

Tally