

## **CURRICULUM VITAE – JENIS RIAS**



**Mobile: 00971509812942**

**Email:jenis10404@gmail.com**

### **Career Summary:**

- **Around 10 years of experience in the Department of Sales & Marketing, Fleet Operations/Leasing, Administration, Accounting and Customer Service.**

### **Career History:**

1. Company : Autobahn Car Rental LLC  
Position : Operation/Leasing Executive  
Period : From May 12<sup>th</sup>, 2018 to March 23, 2022

Job Nature : Preparing daily/weekly/monthly reports.  
Preparing drivers duty rosters on weekly manner.  
Coordinating and arranging vehicle deliveries, off hiring.  
Attending breakdown/accident calls and send recovery/replacement vehicles  
Checking and follow up vehicle service due calls and scheduling the same on timely manner.  
Calculating drivers overtime on monthly basis and send to accounts department.  
Coordinating with all branches for vehicles transfer for spot booking and replacements.  
Arranging and send vehicles for passing related works on time.  
Checking for fines and arranging payments for the same with accounts department on timely basis.  
Making cold calls to existing customers to maintain good relationship.  
Closely working with sales team for business expansions and new bookings and arranging vehicles for the same.

2. Company : Panorama Group of Hotels

Position : F & B Inventory/Accounts Assistant (Accounts department)

Period : From May 9<sup>th</sup>, 2012 to September 30, 2017.

Job Nature : Managing all accounting transactions

Prepare financial statements on time

Handle monthly, quarterly and annually closings

Reconcile accounts payables and receivables

Ensure timely bank payments

Handling petty cash payments

Manage balance sheets and P & L statements

Report on company's financial health and liquidity

Reinforce financial confidentiality & conduct data back ups

Maintain inventory records of adding or deleting on time

Perform physical inventory of store and reconcile records

Track number of goods receipt/issue each day

Keep track of minimum inventory and stock counts daily

Taking stock inventory of outlets on daily basis

3. Company : Insighter's Insurance Brokers LLC,

Position : Business Development Executive.

Period : From Jan 23<sup>rd</sup>, 2012 to April 24<sup>th</sup>.

Job Nature : Increase the Revenue by overachieving given target

Making cold calls to promote products

Providing great after sales support for the customers

Politely hear the customer queries

4. Company : EPPCO, UNITED ARAB EMIRATES

Position : CASHIER / SALES ASSISTANT

Period : From May 2010 to Nov-2011.

Job Nature : Customer service and Sales.

**Academic Outlook:**

- Bachelor's degree in Economics.
- MS Office
- Outlook

**Computer Proficiency:**

Well versed in the implementations of Microsoft Office (Word, Excel & Microsoft Outlook)

**Career Objectives:**

Having acquired reasonable experience in the area of Sales & Marketing, Operations, leasing, Administration, Accounts Payables and Receivables, Inventory, and Customer Handling, my objective is to work with professionally managed organization, where I can use my skills to the complete level and grow steadily along with the organization.

**Personal Details:**

Name : Jenis Rias  
Date of Birth : 10 October 1979  
Place of Birth : Cochin, Kerala,  
Nationality : Indian  
Sex : Male  
Visa Status : Visit  
License : UAE LMV License (Manual).  
References : Upon Request.

**Languages Known:**

Malayalam, English, Hindi, Tamil & Arabic being learnt.

**Personal Mission:**

I am an accomplished person and have capabilities to work in a challenging environment individually or collectively as a team with less supervision. I believe that my current qualifications and determination will allow me to be great benefits achieve goals and enhance the efforts of my employer for progress.

Yours Truly,

JENIS RIAS

