

CONTACT



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FAYIS NM Fayis Nm



fayis_nm



្រាំ Hor Al Anz , Dubai, UAE

ACADEMIC CREDENTIALS

BACHELOR'S OF BUSINESS ADMINISTRATION (BBA) | 2017 -2020

- **University Of Calicut**
- Minority Arts and Science College, Vattaparamba, Kerala, India

HIGHER SECONDARY | 2016

- **Board of Higher Secondary** Examination, Kerala, India
- GHSS Kadenchery.

10th | 2014

- Central Board of Secondary **Education (CBSE)**
- Ushus English School, Vattamkulam, Kerala, India

COMPUTER PROFICIENCY

MS Office	****
Tally ACE	****
Tally ERP 9	****
Tally Prime	****
Quick Book	****

PROFILE SUMMARY

Experienced professional with 7 years in sales, cashiering, and administrative roles. Proven track record in exceeding targets, managing finances, and providing excellent customer service. Holds a BBA degree and eager to contribute dynamic skills to the team.

KEY SKILLS

Analytical skills Leadership Quality Team Work Work Ethic Digital Marketing Manual Accounting Decision-making Problem Solving Ability Hardworking **Positive Attitude** Honesty

EMPLOYMENT CHRONICLE

SALES EXECUTIVE & CASHIER | 2017 - 2021 & 2023 - 2024 (6 Years) SPACE CLOTHING, EDAPPAL, KERALA, INDIA

KEY RESPONSIBILITIES

- Actively engage with customers to consistently achieve and surpass sales targets by promoting products effectively.
- Provide excellent customer service by addressing inquiries, assisting with product selection, and ensuring overall customer satisfaction.
- Manage cash transactions accurately and efficiently, maintaining the integrity of financial transactions.
- Monitor and maintain optimal inventory levels, conduct regular stock checks, and report discrepancies to management.
- Contribute to creating visually appealing displays to attract customers and drive sales, ensuring a dynamic and enticing shopping environment.
- Continuously develop a deep understanding of the product range, staying informed about new arrivals, features, and benefits to assist customers effectively.
- Implement upselling and cross-selling techniques to maximize the average transaction value and increase overall sales revenue.
- Compile and submit daily, weekly, and monthly sales reports to management, providing insights into performance trends and suggesting areas for improvement.
- Operate cash registers accurately, process payments, issue receipts, and handle returns or exchanges following company policies.

MANAPPURAM GROUP OF ENTERPRISE, KERALA, INDIA | 21 Sep 2021 – 30 Sep 2022

JUNIOR ASSISTANT

DEPARTMENT: GOLD LOAN

CASHIER, ACCOUNTANT, SALES EXECUTIVE, CUSTOMER **RELATIONSHIP EXECUTIVE (CRE)**

Key Responsibilities as Junior Assistant

- Provided essential assistance in daily administrative tasks, ensuring smooth office operations.
- Managed and organized documents, records, and files efficiently, ensuring easy retrieval when needed.

PERSONAL STRENGTHS

COMMUNICATION

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

- **SERVICE** Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** Management skills to direct others and review others performance.

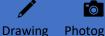
LANGUAGES KNOWN



PASSPORT DETAILS

Passport Number : R2262400 Date of Expiry : 08/08/2027

INTERESTS







Photography

REFERENCE

Available upon request

- Facilitated communication within the team and with external parties, ensuring clear and prompt exchange of information.
- Accurately input and maintained data in relevant databases, spreadsheets, and systems.
- Assisted in coordinating tasks and projects, collaborating with team members to achieve objectives effectively.

Key Responsibilities as Cashier, Accountant, Sales Executive, Customer Relationship Executive (CRE)

- Handled cash transactions accurately and efficiently, ensuring the integrity of financial transactions.
- Operated cash registers, processed payments, and provided excellent customer service during transactions.
- Managed returns or exchanges following company policies, addressing customer concerns professionally.
- Maintained accurate financial records, including ledgers, accounts payable, and accounts receivable.
- Assisted in monitoring budgets, prepared financial reports, and provided insights to support informed decision-making.
- Exceeded sales targets by actively promoting products and employing effective sales strategies.
- Fostered positive relationships with customers, addressing inquiries, and ensuring overall satisfaction.
- Resolved customer issues or concerns promptly, maintaining a high level of customer service.

PERSONAL DOSSIER

Gender : Male

: 16-06-1997 Date Of Birth Nationality : Indian

Marital Status : Single **Blood Group** : B+ve Mother's Name : Safiya k Father's Name : Moidutty N V

Permanent Address : Nettathu Valappil House,

Vattamkulam (P.O), Thazhepalam,

Malappuram, Kerala, India, Pin: 679578

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

FAYIS NM