



# MOHAMMED NIYAS

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EDAPPAL, MALAPPURAM

## ACADEMIC CREDENTIALS

- 2023 **MASTER OF COMMERCE**  
- JAIN University
- 2021 **BACHELOR OF COMMERCE**  
Calicut University
- 2018 **HIGHER SECONDARY**  
- Board of Higher Secondary Examination, Kerala, India
- 2016 **SSLC**  
- Board of Public Examination, Kerala, India

## COMPUTER PROFICIENCY

- MS Office ★ ★ ★ ★ ★
- Tally ★ ★ ★ ★ ★
- Basic Operations ★ ★ ★ ★ ★
- Internet & Email ★ ★ ★ ★ ★

## LANGUAGES KNOWN

- English 100 %
- Malayalam 100 %
- Hindi 85 %
- Tamil 85 %

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

- Team Work
- Work Ethic
- Communication
- Leadership
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

## EMPLOYMENT CHRONICLE



**OFFICE ADMINISTRATOR** | Sep 2021 – Oct 2024

**UBECO MARKETING AGENCY**

**ACCOUNTANT CUM CASHIER** | Dec 2020 – Aug 2021

**OTTO MAN**

## KEY RESPONSIBILITIES

- Setting sales and goals
- Product pricing and planning
- Speaking to customer and make relationship
- Planning and existing marketing strategies
- Looking for new innovation
- Building customer relationship
- Check for stock at other branches order requested stock for customer
- Provide customers with information about items elevate complaint to management
- Keep track of inventory
- Contact new and existing customers to discuss needs
- Establish develop and maintain positive business and customer relationship

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 13-06-2000  
Nationality : Indian  
Marital Status : SINGLE

## INTERESTS



Songs



Travelling



Reading

## REFERENCE

- Available upon request

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer 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.

## DECLARATION

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

**MOHAMMED NIYAS**