



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

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- **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