



Contact

Phone

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Email

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Address

Al qusais, Dubai

Education

Diploma in Automobile Engineering

Al Noor Automobile Institution

2020 - 2022

Higher Secondary Certification

Govt Islamic Higher Sec school, Chavakkad

2018 - 2020

Softwares

- Ms word
- Ms excel
- Canva

Language

English

Hindi

Malayalam

Tamil

Muhammed Niyas

To be a part of an institution with a professional work driven environment, where I can utilize and apply my Sales skill & customer service skill by experience & knowledge. Energetic and reliable office admin skilled with working with diverse group of people. Organized administrator and strong communicator with diverse cashier, sales, administration background.

Experience

Sales Executive

EMKE Hypermarket

05/2023-01/2024

- Used accounting software for invoicing, company card wallets book keeping, credit debit transactions of all accounts,
- Book keeping of all expenses and daily, monthly sales reports and salary reports
- Generating quarterly financial reports of revenue and expenses
- coordinate month end closing & sales executing and managing skills

Automechanic Intern

Ricco Automobile - Chennai, India

09/2022-03/2023

- Repair brake and steering systems.
- Diagnose and repair electrical and electronic systems.
- Maintain a clean, safe working environment.
- Produce legible and accurate paperwork reflecting work performed

Personal Details

Passport No : B8371302

D O B : 19-01-2022

Nationality : Indian

Visa Status : visit visa

Declaration

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Muhammad Niyas