

# MUHAMMAD SHIYAS K K

## Administrative Executive

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🌐 <https://www.linkedin.com/in/muhammad-shiyas-74b76b224> 📍 DUBAI-UAE



## SUMMARY

Highly organized and efficient administrative professional with 5 years of experience in the retail sector, including 2 years as an Administrative Executive for company outlets and warehouse. Demonstrated ability to consistently execute administrative task in a timely and efficient manner. Proficient in accurate reporting, file management, customer service and office management. Adept at providing valuable administrative support to higher-level staff and contributing to the overall performance of the organization.

## EXPERIENCE

**08/2023 - 12/2024**

Bangalore - Karnataka - India

- **Administrative Executive**

**RITZ TRADE LINKS PVT LTD**

- Managed supplier interactions by handling inquiries and channeling calls or emails to correct departments.
- Enhanced inventory precision via proficient warehouse management.
- Assisted senior administrators and managers to improve productivity.
- Associated with Hr department in employee's attendance, salary and grievance redressal activities.
- Managed funds for financial operations.
- Submitted comprehensive reports on a monthly and annual basis.
- Upheld security measures for sensitive documentation in compliance with organizational and legal requirements.
- Directed office activities involving a team of over ten staff members.
- Supervised facility operations and coordinated with vendors.
- Reduced downtime significantly through adept management of office equipments.
- Inspected company outlets and verified inventories and cash flow.
- Addressed critical incidents efficiently.

**11/2021 - 12/2022**

Bangalore - Karnataka - India

- **Assistant Manager**

**RITZ TRADE LINKS PVT LTD**

- Supervised everyday tasks in store management and guided sales staff.
- Associated with Hr department in employee's attendance, salary and grievance redressal activities.
- Directed operations for a six-person sales team, maintaining compliance standards.
- Enhanced efficiency of invoice management.
- Oversaw financial operations ensuring ₹25 lakh in cash flow each month.
- Compiled monthly reports on sales performance and inventory levels.
- Monitored and documented team member performance metrics.
- Addressed nearly 1000 clients queries monthly, guaranteeing top-tier service.
- Routinely enhances the client experience through dedicated efforts.

**01/2017 - 01/2018**

Kannur - Kerala - India

- **Sales Promoter**

**Vodafone - MyG Digital**

- Increased sales via focused promotional activities.
- Directed and supervised day-to-day sales tasks, maintaining adherence to organizational standards.
- Met and surpassed monthly sales goals, gaining acknowledgement as top performer.

## EXPERIENCE

01/2016 - 01/2017

Calicut - Kerala - India

- Sales Executive

**WHITE RAY**

- Achieved a 20% increase in sales by developing intensive customer bonds.
- Executed promotional strategies to drive quantifiable sales growth.
- Facilitated new business opportunities by engaging prospects.

## EDUCATION

06/2016 - 12/2019

Calicut

- Master of Public Administration

**Indira Gandhi National Open University**

06/2013 - 04/2015

Calicut

- Bachelor of Business Administration

**University of Calicut**

## SKILLS

Ms Excel

Ms Word

Ms PowerPoint

Google Docs

WonderSoft ERP system

Internet & Email

Leadership

Time management

Quick learner

Conflict resolution

Phone etiquette

Customer service

Office Management

Attention to Detail

Communication

Team work

## LANGUAGES

English  
Proficient



Hindi  
Proficient



Arabic  
Intermediate



Malayalam  
Native



## PERSONAL DETAILS

DOB : 01-09-1994

GENDER : MALE

NATIONALITY : INDIAN

DRIVING LICENSE : INDIAN

PASSPORT NO: C1868763