



CONTACT

+971 56 951 7658

Dubai, UAE

riyasmohammed6413@gmail.com

SKILLS

- Analytical Thinking
- Flexibility and Adaptability
- Problem Solving
- Organizational Skill
- Time Management
- Customer Relation
- Administrative Management
- Leadership
- Interpersonal skill

EXPERTISE

- Microsoft Excel
- Microsoft Word
- Power Point

LANGUAGES

- English ●●●●●
- Malayalam ●●●●●
- Hindi ●●●●●
- Arabic ●●●●●

MOHAMMED RIYAS AK.

PROFILE SUMMARY

Seeking an entry-level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. I am good at working using my own initiative and I am flexible in my approach to work duties. Adapts quickly to challenges and changing environments with a positive attitude .

EDUCATION

- **HR Certification, Certified Generalist in Human Resource** 2023
Wissen International HR Academy, Kerala, India
 - Sound comprehension of the roles and responsibilities of a Human Resource Executive Within the organization.
 - Skilled at organizing regular engagement activities to boost employee motivation and enhance productivity.
- **Bachelor of Business Administration** 2019-2022
University of Calicut
- **Higher Secondary** 2017-2019
Kerala Board of Public Examination

EXPERIENCE

- **Business Development Executive** Oct 2022 - Feb 2023
Flyer Group
[Wise Learning Application]
- **Administrative Assistant** Apr 2022 - Sep 2022
Speed Data Security System
- **Sales Assistant** Feb 2021 - Dec 2021
Mezza Food Products

PASSPORT & VISA

Passport no: W1905523

Visa Status : Visit Visa