



## NIYAZ

Dubai (United arab emirates)  
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### OBJECTIVE

Motivated banking professional possessing a strong commitment to quality customer service coupled with superb communication skills. Builds customer loyalty by effectively resolving problems and quick processing transactions.

### PERSONAL DETAILS

**Date of Birth :** 30/09/1997

**Nationality :** INDIA

### PASSPORT DETAILS

- **Passport number :-** T1399327  
Place of issue :- Bangalore  
Date of issue :- 07 / 02 /2019  
Place of issue :- 06 / 02 /2029

### EDUCATION

- **SDM degree college Mangalore**  
2018  
Batchelor of commerce  
61%
- **Pre University College Venur**  
2015  
Commerce  
80.33%

### EXPERIENCE

**2018 - September / 2019**

**IMPERIAL RESTAURANT**

Cashier

1. Provides a positive customer experience with fair, friendly, and courteous service.
2. Collect payments whether in cash or credit
3. Resolves customer issues and answers questions.
4. Processes return transactions.
5. Balances cash drawer by counting cash at beginning and end of work shift.

**September / 2019 - April / 2020**

**IMPERIAL RESTAURANT**

Assistant accountant

- 1- Understand and address both business and Accountability of the store
- 2- To make update all financial accounts and posting of all transactions properly to Ledger
- 3- Get engaged in the activities of relevant accounts such as:
  - 3.1 - Keep update stock in store
  - 3.2- Documentation and preparation of Vouchers (Cash,Bank,Journal) and Invoices
  - 3.3- Maintain and update detailed financial records

4.Manage payroll activities and release salaries.

**March / 2021 - November / 2021**

**Udaan prvt lmtd**

Operational executive

- 1.Receiving and checking incoming pick tickets
- 2.Creating picklist
- 3.Putting hourly sales reports
- 4.Keep records of completed orders
- 5.Manages inventory tracking system to record deliveries, shipments and stock levels.
- 6.Putting DSR reports at the end of work shift

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## **ACHIEVEMENTS & AWARDS**

- Best performance at Imperial restaurant(03-2019)- Promoted to an assistant accountant at imperial restaurant.

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## **LANGUAGE**

- ENGLISH
- HINDI
- KANNADA
- MALAYALAM
- TAMIL

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## **STRENGTHS**

- **Conceptual Thinker**  
able to see the "big picture" of a project and break it down into workable tasks for team interaction and contribution
- **Results Driven**  
able to implement a thorough,well thought plan of action.Able to evaluate progress and make necessary modifications to ensure desired results
- **Effective Communicator**  
able to effectively interact with all type of individuals in the exchange of ideas.possesses good listening and communication skills.
- **Team Player**  
thrives in a team environment and able to keep team members directed and focused on goals.

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## **TECHNICAL PROFICIENCY**

- MS OFFICE 2007(World,Excel,Acces,PowerPoint)
- Accounting packages : Tally ERP 9
- Operating system :windows 7,windows 8, windows 10

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## **DECLARATION**

- To secure an opportunity where my experience and ability can produce outstanding reward for both the organization and for myself.I have self-confidence in my duty and I can assure you that if I have an given opportunity to prove my abilities and always will assist for the growth of the organization.Anticipating you to find me eligible to offer my service to your esteemed organization.

NIYAZ