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## **NIYAS BASHEER** **ABU DHABI, UAE**

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Mobile: +971 50 967 1848

Visa Status: Visit Visa

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### **PROFILE**

A Graduate in B.sc Electronics. Having 4+ of total Experience in Accounting and Sales with proven experience of in the Gulf Region and Home Country. Also, a Graduate in Electronics field.

### **PROFILE**

Seeking a position with a growth-oriented Organization in the areas of Marketing, Sales or Administration.

### **SKILL SETS**

MS Office: Word, PowerPoint, Excel, C & UNIX, Linux | Knowledge in Photoshop | Knowledge in computer language C++ | Knowledge in Photography | Reporting Skills | Book Keeping | Communication Skills | Manage confidential data | Team Player | Interpersonal Skills | Ethics | Time management | Positive Thinking |

## **WORK EXPERIENCE**

### **ASSISTANT ACCOUNTS EXECUTIVE**

TELZTRA MARKETING PRIVATE LIMITED | Trivandrum |

Kerala | India

04 Jan 2020 – 12 Oct 2021

- Communications with customers via telephone and emails
- Maintaining relationships with the prospective clients
- Basic Book-keeping
- Keeping accurate records for all daily transactions
- Petty Cash Management
- Cheque Preparation, Deposits and Collection
- Track bank deposits and payments
- Creating and processing Invoices.
- Monitoring of payments and Receivables
- Payroll Calculation
- Bank Reconciliation
- Monthly Sales and Purchase Report Generation
- Price Negotiations with clients and suppliers, if required

### **OPTICAL SALES CUM CASHIER**

RAYAN OPTICALS | Buraidha |

Saudi Arabia | Dec 2016 – Nov 2019

- Dealing Walk-in Customers
- Advising customers on frame weights, materials, styles and colors
- Recommending lenses, coatings and frames to suit customers' needs
- Take Measures to determine suitable types and styles of frames
- Adjusting frames so they fit properly
- Making sure that orders for glasses and contact lenses have been processed accurately
- Daily Accounts Posting in Excel
- Monthly Sales Report Generation
- Ordering Inventory

### **DATA ENTRY CLERK CUM CASHIER**

KHASAK RESTAURANT | Trivandrum |

Kerala Feb 2016 - Dec 2016

- Greeting Customers and guides them
- Data Entry Posting in TALLY Software
- Floor Management

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Intercompany reconciliation |  
Negotiation | Relationship building  
| multi-Tasking| Tally ERP I

## COMPETENCIES

Client Service | Computer  
Competency | Flexibility |  
Excellent Communication |  
Dedicated | Patience | Positive  
thinking |

## LANGUAGES KNOWN

English | Arabic | Hindi |  
Malayalam| Tamil

## PERSONAL DETAILS

Nationality : Indian  
DOB : 28-10-1994  
Marital Status: Single  
Visa Validity : Till 13-01-2022  
Availability to Join : Immediate

- Resolving Customer Complaints
- Petty cash management

## SALES SUPERVISOR

POTHYS PRIVATE LIMITED | Trivandrum | Kerala  
June 2015 – Jan 2016

- Greeting Customers and guiding them
- Maintain Cleanliness of the outlet.
- Ensuring Customer Satisfaction
- Training New Staffs
- Resolving Customer Complaints.
- Reviewing Customer Surveys
- Checking in on dining customers to inquire about the
- Food Quality and Service.

## EDUCATION

### B.SC ELECTRONICS

**Kerala University**

2011 – 2014

## CERTIFICATIONS

### OPTICAL TECHNICS

**Al Salama College of Optometry | Kerala | India**

MAY 2016- JUNE 2016

### TALLY ERP SOFTWARE

**Keltron Academy | Kerala | India**

DEC 2015 - FEB 2016

## PROJECTS DONE

Wireless Intelligence Street Light System at IHRD,  
Trivandrum

## DRIVING LICENSE DETAILS

- **Indian Driving License -**  
License No: 2/11130/2014(Valid till 2034)  
Licensed to drive throughout India the following: M/C with gr,  
LMV, HPMV, HGMV Badge No & Date: 25/1319/2015 and  
16-11-2015 respectively.
- **Saudi Driving License -** License No:2432256887  
Expiry date: 08/09//2022