

# CURRICULUM VITAE

**RIYAS S**

Business Administration

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UAE, Dubai



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## Career Objective :

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Work Experience

**Accounts cum Cashier - Arafa Family Restaurant**

June 2018 - Oct 2021, Chennai, Tamilnadu, India

### Job responsibilities

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totalling customers' purchases.
- Resolves customer issues and answers questions.
- Preparing accounts and tax returns.
- Monitoring spending and budgets.
- Auditing and analysing financial performance.

## Educational Qualification

**Bachelors in Business Administration**

RVS College of Arts and Science

2015 – 2018 under Pondicherry University

**HSC**

National Hr Sec School, Nagapattinam, Tamilnadu, India

2015, Tamilnadu state board

**SSLC**

GhouthiaHr Sec School, Nagapattinam, Tamilnadu, India

2013, Tamilnadu state board

## Skills

- Patience, polite and friendly by nature
- Loyal and disciplined towards duty
- Strong endurance and hardworking
- Ability to accept responsibilities
- Confident and optimistic in arriving at a solution
- Analytical skills

- Follow professional ethics
- Ability to work under pressurized environment

## Computer Skills

- Operating System
- MS Office
- Photoshop

## Strengths

# Responsible #Adaptable #confident #punctual #postive attitude # Team work  
# Learning #Results driven

## Languages

- Well versed in English, Tamil

## Passport & License

Passport No	:	S1553454
Date of issue	:	13.04.2018
Date of Expiry	:	12.04.2028
Place of Issue	:	Tiruchirapalli, India
DL No	:	TN5120160000461
Date of issue	:	04.02.2016
Date of Expiry	:	03.02.2036