

RIYAS SAIFUDEEN



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An experienced professional looking for an apt position that will enhance my skill and potential and also contribute to the growth of the firm.

EXPERIENCE:

RELATIONSHIP OFFICER (RO) AXIS BANK.

2019-2020

A relationship sales officer is a professional whose

Overall responsibilities including managing customer expectation, identifying new business markets and recording daily customer transactions.

My key role are:

- Providing support to branch profitability By selling bank's loan products.
- Will be required to generate leads for loan Products for the designated branch in the Assigned geography.

CERTIFIED TOURISM LLC AL KARAMA NEAR POST OFFICE, DUBAI.

2018 AUG 2018 OCT

My key role are:

- Petty cash handling
- Invoicing
- Clerical works
- Online Advertisement through Facebook, WhatsApp etc.

SKILLS:

- Forecasting, planning and implementing sales plan
- Achieving the Sales Targets
- Monitoring Competitor activities and Formulating Action plan
- Organizing sales promotion

ADDITIONAL QUALIFICATIONS:

- **Certificate of Diploma in Financial Accounting (DIFA)**
- **Diploma In Safety**
- **Institution of occupation of safety and health (IOSH)**
- **National Examination Board of occupational safety and health (NEBOSH)**

NEW MALABAR (Busthan Alwathaniya) Bangalore SAFETY SUPERVISER

2017-2018

As the SAFETY OFFICER, the main responsibility was to ensure the smooth running of the Plant. It involves the supervision over the working and maintenance of the machineries of the plant.

My key roles are:

- Notify the local council with details of their food business
- Ensure the business complies with the food standard code
- Have a food safety plan and food safety process in place
- Ensure all food handlers are adequately trained with food safety regulations.

**MR INDUSTRIES, KERALA, KOLLAM
ACCOUNTS DEPARTMENT.**

2014-2016

My key roles are:

- Providing support to the company through both administrative and clerical duties.
- Handling petty cash
- Reporting staff attendance & salary wages.

PERSONAL INFO:

- **SEX: MALE**
- **DOB: 29th Jan 1993**
- **BLOOD GROUP: B -ve**

EDUCATION:

**TKM INSTITUTE OF ARTS & SCIENCE,
Kollam – B-Com**

- Score: **60%**
- University: KERALA
- Year of passing: 2014

T.K.M.H.S.S., Kari code – Plus Two

- Score: **70%**
- Board: HSE
- Year of passing: 2011

T.K.M.H.S.S., Kari code – SSLC

- Score: **90%**
- Board: Kerala Board of Public Examinations
- Year of passing: 2009

PERSONALITY TRAITS:

- Optimistic at all scenario
- Good communication skill and leadership qualities
- Adaptable and flexible according to the situation
- Interested in learning new ideas