

NIYAS.NP

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Objectives:

To work in a growth and result-oriented organization and take up challenging career in any field, work to the best of my abilities and prove as an asset to the company. I am looking forward to a working environment which is mentally stimulating where all the knowledge I have obtained can be utilized for the organization and in turn provide me growth opportunities to learn and adapt new technology.

Work Experience:

VECTRA ELECTRICALS PVT LTD (2015-2016)

Current Position: VISIT VISA

Job Functions:

- Maintain high standard of customer's service and assistance at the counter.
- Resolve customer complaints at the counter in absence of senior management.
- Monitor transfer in and warehouse management.
- Preparing monthly sales summary, allocation report, stock report etc.
- Co-coordinating after sales services to the customers.
- Drafting formal letters for official purpose
- Preparing daily sales statement, collection register and replenishment report.
- Motivate the customers to buy more and more in a highly professional way and gaining customers belief.
- Maintain good sales.
- To have extensive knowledge about the product & discuss to the customers.
- Maintain the shop selling area very presentable.

To co-ordinate any problem or situation with regards to the product to concerned dept. or superior.

Education Qualification:

INDUSTRIAL TRAINING INSTITUTE (2013-2014)

Language known:

English : Average

Malayalam : Mother Tongue

Hindi : Average

Personal Information:

Date of Birth : 14th April 1994

Nationality : Indian

Marital Status : SINGLE

Passport Information:

Passport No. : N8564696
Date of issue : 08/03/2016
Date of Expiry : 07/03/2026
Place of issue : Malappuram

Declaration

I hereby declare that all the details given above are true to the best of my knowledge.

Yours faithfully,

NIYAS NP