






MUHAMMED FAYIS.A

BACHELOR OF BUSINESS ADMINISTRATION

 UAE
 +971 58 304 7602
 fayispachu3515@gmail.com

Motivated and detail oriented graduate with excellent knowledge in GCC VAT, GST, IFRS and Tally, Seeking for an entry level position in a fast growing organization. Some of my core skills include excellent communication and Ability to work under pressure.

Skills

- Excellent Communication
- Interpersonal Skills
- Analytical and problem solving skills
- Time management
- Tally
- Erp-9
- GST
- GCC Vat
- IFRS
- SAGE 50
- MS Office

Languages

English
Hindi
Malayalam

Experience

Sales Executive

Ivory Collections, Tamilnadu, India | Oct 2020 - Oct 2021

- Greet and direct customers
- Answer customers' questions about specific products/services
- Manage returns of merchandise
- Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager
- Stay up-to-date with new products/services

Certifications

Professional Gulf Accounting (PGA)

G - Tech Computer Education | 2019-20

Education

Bachelor of Business Administration (BBA)

Calicut University | 2016 - 2019

Project Undertaken

Topic: "Quality measurement of ayurvedic product in Vydhyamadam Vydhyashala mezhathur."

Duration: 3 months