



NIYAS AK

CONTACT



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ACADAMIC CREDENTIALS

* B COM CO-OPERATION 2021

- University of Calicut
- Royal Arts and Science Collage Thrithala

* HIGHER SECONDARY 2016

- Kerala state board
- GHSS Kokkur

* SSLC 2014

- Kerala state board
- GHSS Chalissery

RESUME

CAREER ABRIDGEMENT

To Achieve a challenging position in a professional organisation through self-improvement by excelling in all responsibilities with sincere hardwork, dedication and commitment. To work towards the development of the organization and grow with it.

KEY SKILLS

Energetic Leadership Presentation & Professional Speaking

Decision making Organization Skills Communication Skills

Negotiations Critical thinking Excellent problem-solving skill

EMPLOYMENT CHRONICLE

OFFICE MANAGER (2021 -PRESENT)

VINTAGE COLOURS MEDIA CONCEPT PVT LTD

KEY RESPONSIBILITIES

- Apply and settle contract applications
- Checking and verifying accounts
- Manage work flow
- Preparing letters, presentations and reports
- Dealing with correspondence, complaints and queries
- Booking transport and accommodation
- Organising meetings and managing databases
- Supervising and monitoring the work of administrative staf
- Processing invoices and managing office budgets
- Organising induction programmes for new employees
- Attending meetings with senior management
- Assisting the organisation's HR and finace functions by keeping personnel records up to date,arranging interviews and updating finacial document

PROFESSIONAL COURSES

- * CERTIFIED ACCOUNTING AND ADMINISTRATIVE PROFESSIONAL
- * G VAT
- * GST
- * MS OFFICE
- * PHOTOSHOP
- * SOCIAL MEDIA MARKETING
- * SEO MARKETING




PERSONAL STRENGTHS

- * **COMMUNICATION** - Interpersonal skills-verbal, problem solving and listening skills in any administrative role.
- * **SERVICE** - Having a client focused approach skills include patience Attentiveness and a positive language.
- * **ORGANIZATION** - Helping others, organising a to-do list . Prioritizing tasks by the deadline for improving time-management
- * **MANEGEMENT** - Management skills to direct others and review others performance.

LANGUAGES KNOWN

- * ENGLISH
- * HINDI
- * MALAYALAM

PERSONAL INTEREST

-  MUSIC
-  TRAVELLING
-  FOOTBALL

DATA ENTRY OPERATOR (2018 - 2021 PART TIME)

AKSHAYA E - CENTRE CHALISSERY

KEY RESPONSIBILITIES

- Aadhar enrolment
- e-District services
- Utility bill payment
- Ration card applications
- Motor vehicle license payments
- Entering customer and account data from source documents within time limits

PERSONAL DOSSIER

Gender : Male
Date of Birth : 23/04/2000
Nationality : Indian
Marital Status : Unmarried
Permanet Address : Avungattil (H)
Mukkilpeedika
Chalissery (po)
679 536 (pin)
Palakkad (Dist)
Kerala
India

PASSPORT DETAILS

Passport No : S20 34 061
Passport Expiry : 03/05/2018
Place of Issue : Thrissur

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

NIYAS AK