



RIKAZ RIYAD

Personal Info

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Education

- **ORDINARY LEVEL EXAMINATION (GRADE (ONE TO ELEVEN))**
CP/KOT/AL MINHAJ
NATIONAL SCHOOL
Jan 2001 - Nov 2011
- **GEC ADVANCED LEVEL (GRADE (TWELVE TO THIRTEEN))**
CP/KOT/ALMINHAJ
NATIONAL SCHOOL
Feb 2012 - Nov 2014
- **DIPLOMA IN COMPUTER SOFTWARE & HARDWARE**
AI HUDHA TRAINING CENTER
May 2012 - Jan 2013
 - FLUENCY IN USING MS OFFICE PACKAGE.
 - FLUENCY IN HANDLING COMPUTERS (LAPS) AND HARDWARE.
 - FLUENCY IN ADOBE CS
 - FLUENCY IN WINDOW'S SYSTEM

SUMMARY

I would like to develop corporate exposure that would be helpful in my career and advancement. I am waiting for an opportunity to equip my skills and abilities, and market myself to the organization there by enhancing the value of the business. I am result-oriented, self-motivated, ambitious and targeting companies offering clearly defined professional growth opportunities earned through knowledge and contribution to business.

Work Experience

MAX FASION , Landmark Group of companies , Doha Qatar

September 2022 - Present

- Ability to calculate sales and change quickly
- Accountability and accuracy in reconciling sales receipts and records
- Service-oriented and willing to help patrons
- Customer service skills to maintain positive customer relationships, encourage customer loyalty and resolve conflicts
- Excellent communication to interact with team members and customers
- Ability to work in a fast-paced and stressful environment
- Attention to detail to maintain accurate inventory and transaction records
- Knowledge of point-of-sale systems
- Maintained a high level of customer service standards and provided an exceptional customer experience.
- Drives the elevation of GUIDE.
- Custody of Cash (The Cash in-Charge, 2nd Officer and the Manager as Joint custodian must be present when the strong room is closed and opened. None should enter into it except in the presence of the keyholders. The strong room must be under a double lock. Cash and documents kept in joint [custody](#) in the strong room should be handled only in the presence of all the joint custodians.)
- Proper maintenance and handling of cash plays a vital role in smooth functioning of the Bank.

Skills

Teamwork

Time management

Communication

Work ethic

Leadership

Adaptability

Computer proficiency

Languages

English

Arabic

Tamil

Sinhala

DIGITAL MEDIA , NOURISH MEDIA , Doha Qatar

March 2015 - May 2016

A CNC machinist is responsible for:

- Setting up and operating computer-controlled machines (such as drills, lathes, and presses) to manufacture parts.
- Testing and troubleshooting the programming that controls the equipment.
- Operating computerized printing equipment to produce publications by converting digital images into printable form
- Preparing print jobs for printing by setting up files in the desired format for printing
- Monitoring the progress of print jobs to ensure they are being printed on time, adjusting settings as needed to meet deadlines

SALES EXECUTIVE , NOLIMTE FASTION (Part-Time), Colombo Sri Lanka

- Processing payments
- Handling merchandise returns
- Bagging or packaging clothing
- Assisting customers with finding sizes or the right products
- Ensuring store conditions meet company standards

References

AVAILABLE ON REQUEST