

CURRICULUM VITAE



RIYAS KT

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Doha-Qatar

OBJECTIVE

Extrapolate the knowledge, to work in an organization that stimulates competition, that is driven to excel and promotes professional as well as personal growth and enriches my experience and secure a rewards position suitable to my qualification and experience leading to challenging responsibility and career advancement.

PROFILE

- Worked as a Sales Executive in **M/s.Mohd.A.Rahim Abel Trading** ,Doha-Qatar. (From 2013 to 2018)
- Worked as a Sales Executive in M/S. Asia Rose Trading ,Doha-Qatar. (From 2019 to 2022)
- Worked as a Sales Executive in Porty Trading, Doha-Qatar[From August 2022 onwards]
- Worked as a Co-ordinator Cum Driver for VIP and VVIP the duration of FIFA World Cup 2022 (Doha -Qatar)
- Excellent leadership quality and a good team player.
- Energetic, efficient and hardworking.

DUTIES & RESPONSIBILITIES

- Collecting enquiries & submitting to Sales Department for Quotation.
- Following for Quotations & Submitting to client for LPO
- Collecting LPO & Submitting to Accounts Department
- Following for Delivery then submitting Sales invoice with Signed Delivery Note.
- Timely follow up for collection as per the credit term
- Collecting cheques & Cash then submit to Accounts Department

FOLLOWED MAJOR CUSTOMERS

- Lulu Group
- Carrefour Group
- Safari Group
- Saudia Group
- Masskar Hyper Market
- Grand Mart Group
- Rawabi Group
- Quality Group
- Almeera Group / Geant Store.
- Regency Group
- Ansar Gallery

EDUCATIONAL QUALIFICATIONS

- Degree in Commerce (B.com)
- Higher Secondary Education

SOFTWARE SKILLS

- Tally
- Peachtree.0
- DCFA
- Microsoft office

PERSONAL ATTRIBUTES

- Proactive and good personality.
- Ability to communicate with all levels of management.
- Confident in dealing with different levels of people.
- Always looking forward to change and accustomed to work under pressure.
- Well familiar with office routine works and office equipment
- Good command in English, Hindi, Arabic & Malayalam.

PERSONAL DETAILS

DOB : 15-06-1987
Nationality : Indian
Passport No : R8304116
Sex and Marital Status : Male, Married
Present address : Doha Qatar
Driving License : Qatar Valid License
Contact No.(Mob) : **+974 30567053**
Visa Status : Permanent (Transferable)

DECLARATION

I hereby declare that the above mentioned details are true to the best of my belief and knowledge.

Doha, Qatar

RIYAS KT