

RIYAS AK

Deira -Dubai

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PERSONAL DETAILS

Nationality : India

Passport : X72221119

Visa status : Visit visa

LANGUAGES

English

Hindi

Tamil

Malayalam

SKILLS

Office Management

Store Management

Planning and Organization

Decision Making

Time management

Team coordination

Data entry operations

Microsoft Excel

Report preparation

OBJECTIVE

Experienced office management and Administration professional experienced optimizing productivity, efficiency and services quality across environment. Highly dependable, ethical and reliable support specialist and leader that blends advance organisational, technical and business acumen, works effectively with cross functional teams in ensuring operational and services

EXPERIENCE

Universal solutions Tata Sky,Erannakullam, Kerala, India -

Office Manager & store keeper

3years experience in universal solutions Tata Sky

Modern scientific solution,Aluva, Kerala, India -

Supplier & Driver

2 years experience in modern scientific solution

Aneesh driving institute,Aluva, Kerala,India -

Driving instructor

2 years experience of packing executive

Al-noof Dubai -

Packing executive

2 years experience in packing executive

Immanuel Aviation & Cargo service Pvt Ltd -

Service Crew

1year experience of Immanuel Aviation & cargo service

EDUCATION

M G University

2009-2012

Bachelor of science : Zoology

Kerala state

2007-2009

Puls two

Kerala state

2006-2007

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ACHIEVEMENTS & AWARDS

Member of Ernakulam District Cricket Team (2020-2022)

Member of College Cricket Team (2009-2012)

DECLARATION

I hereby declare that all the information is true and correct to the best of my knowledge and belief

RIYAS A K

