



RIYAS T S

Dynamic professional with a solid background in accounting and sales. Proven track record in managing cash transactions, accounts and providing exceptional customer service. Skilled in developing and implementing effective sales strategies to drive revenue growth. Adept at building strong client relationships and achieving sales targets. Seeking opportunities to leverage expertise in finance and sales to contribute to organizational success.

+971 507192930

riyasrashy@gmail.com

Dubai, UAE

WORK EXPERIENCE

Sales Executive Dec 2020 – Jan 2024

HDFC Bank Limited, Kerala, India

Roles and Responsibilities

- Formulate and implement effective sales strategies to achieve company goals.
- Conducted market research to identify potential clients and business opportunities.
- Provided exceptional customer service to ensure client satisfaction and retention.
- Conduct product demonstrations and presentations to potential clients.
- Negotiate terms and conditions with clients to close sales deals.
- Prepare regular sales reports for management review.

Accountant cum Cashier 2019 – 2020

Grand Supermarket, Kerala, India

Roles and Responsibilities

- Maintained financial records and prepared monthly financial reports.
- Reconciled bank statements and resolved discrepancies.
- Managed accounts payable and receivable, ensuring timely and accurate processing of invoices.
- Greeted customers warmly and provided assistance with transactions.
- Handled daily cash transactions and ensured accuracy in cash register operations.
- Counted and balanced cash drawers at the beginning and end of shifts.
- Assisted customers with inquiries and provided exceptional service to enhance shopping experience.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

RIYAS T S

KEY SKILLS

- Financial Management
- Financial Reporting
- Reconciliations
- Accounts Payable/Receivable
- Product Knowledge
- Sales Presentations
- Inventory Management
- Negotiation Skills
- Cash Drawer Balancing
- Customer Service
- Sales Planning
- Documentation & Reporting

EDUCATION

MBA Finance

Swami Vivekanand Subharti University
(Distance Education), India

B.Com Co-operation

Calicut University, Kerala, India

SOFTWARE PROFICIENCY

- MS Office
Word | Excel | Outlook

ACHIEVEMENTS

- North Kerala Best Employee
(FY 2022-2023)

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 29 May 1999
- Passport No. : X7243194
- Visa Status : Visit Visa
- Visa Expiry : 16/07/2024