



ARIS KHAN P

CONTACT

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- Hor Al Anz, Deira, Dubai

ACADEMIC CREDENTIALS

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India
- V P S H S S Boys Venganoor

SSLC

- Board of Public Examination, Kerala, India
- V P S H S S Boys Venganoor

ACADEMIC CREDENTIALS

DIFA (DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING)

- Cert Issued by lab
- G-TECH Computer Training Centre

BUSINESS CORRESPONDENT & BUSINESS FACILITATOR

- Skill Development Corporation

COMPUTER PROFICIENCY

- MS Office/ Word ★ ★ ★ ★
- Basic Operation ★ ★ ★ ★ ★
- Internet & Email ★ ★ ★ ★ ★

CAREER ABRIDGEMENT

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

KEY SKILLS

- TEAM WORK
- HARDWORKING
- DECISION MAKING
- PROBLEM SOLVING ABILITY
- ANALYTICAL SKILLS
- LEADERSHIP QUALITY
- TIME MANAGEMENT
- POSSITIVE ATTITUDE
- SELF MOTIVATED

EMPLOYMENT CHRONICE

DATA ASSOCIATE | 2017 - 2019

SOFTWARE INCUBATOR PVT LIMT TECHNOPARK, TRIVANDRUM, INDIA

KEY RESPONSIBILITIES

- Managing master data, including creation, updates and deletion.
- Managing users and user roles.
- Provide quality assurance of imported data, working with quality assurance analysts if necessary.
- Commissioning and decommissioning of data sets.
- Helping develop reports and analysis.
- Managing and designing the reporting environment, including data sources, security, and metadata.
- Supporting the data warehouse in identifying and revising reporting requirements.
- Evaluating changes and updates to source production systems.
- Training end-users on new reports and dashboards.

RECEPTIONIST CUM CASHIER I 2015-2016

HOTEL RESIDENCY TOWER,TRIVANDRUM INDIA

- Meeting and greeting clients.
- Booking hotel services.
- Arranging couriers&Keeping the reception area tidy.
- Answering and forwarding phone calls.
- Screening phone calls&Sorting and distributing post.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Processes return transactions.

SALES EXECUTIVE | 2020

AMINA AGENCIES CHALAI TRIVANDRUM, KERAL, INDIA

KEY RESPONSIBILITIES

- Prepare and deliver appropriate presentations on products and services
- demonstrating and presenting products.
- Create frequent reviews and reports with sales and financial data.

LANGUAGES KNOWN

English		100 %
Malayalam		100 %
Hindi		85 %
Tamil		85 %

DRIVING LICENSE DETAILS

Holder of Valid **Indian** Driving License

Class of Vehicles : MC with Gr LMV

INTERESTS

	
Photography	Travelling
	
Playing Soccer	Social Service

REFERENCE

- Available upon request

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, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 30-05-1993
Nationality	: Indian
Marital Status	: Single

PASSPORT & VISA DETAILS

Passport Number	: M4583939
Date of Expiry	: 23/12/2024
Place of Issue	: UAE
Visa Status	: Visiting
Date of Expiry	: 19-03-2022

DECLARATION

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

ARIS KHAN P