

# **RESUME**

**NIYAS.V.J**  
**MOB : 00966-578225939**  
**E-MAIL: [vjniyas7@gmail.com](mailto:vjniyas7@gmail.com)**



**POSITION APPLIED FOR – SALES EXECUTIVES**

## **PERSONAL DETAILS**

|                 |   |                                                                     |
|-----------------|---|---------------------------------------------------------------------|
| Name            | : | Niyas.V.J                                                           |
| Nationality     | : | Indian                                                              |
| Date of Birth   | : | 31/05/1997                                                          |
| Sex             | : | Male                                                                |
| Marital Status  | : | Single                                                              |
| Languages Known | : | English,Arabic Malayalam,<br>Tamil, Hindi(Read, Write and<br>Speak) |

## **PASSPORT DETAILS**

|                |   |            |
|----------------|---|------------|
| Passport no    | : | T0407320   |
| Place of issue | : | COCHIN     |
| Date of issue  | : | 10/12/2018 |
| Date of expiry | : | 09/12/2028 |

## **CAREER OBJECTIVE**

To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

## **ACCADEMIC QUALIFICATIONS**

- **ITI in Automobile**
- **Plus Two** - Board of Public Examinations, Government of Kerala, India 2015) - Passed
- **S.S.L.C** - Board of Public Examinations, Kerala, India ( 2012) – Passed

## COMPUTER SKILLS

Microsoft office, word, Tally.

## WORK EXPERIENCES

- Worked as a **Sales Executive** in Mall of **Travancore in Trivandrum** from 2018 January to 2019.
- Worked as a **Sales Executive** in Basmath Plastic in al Khobar KSA from 2019 to till the date.

## JOB SUMMARY

- Plan and perform work that involves ordering, receiving, inspecting, returning, unloading, shelving, packing, labelling, pricing, delivering and maintaining office supplies.
- Rotate stock and arrange for disposal of surpluses.
- Keep records to maintain inventory control, cost containment and to assure proper stock levels.
- Operate simple office machines.
- Create and maintain office information and filing system.

## SPECIALIZED KNOWLEDGE

- Well experience in SMACC Software for Cashiering.
- Excellent Customer Service Skills.
- Computer literacy- an asset.
- Ability to maintain records and prepare report and correspondence related to the work.

## DECLARATION:-

I do here by declare that the above furnished details are correct and true to the best of my knowledge and belief.

Place: Alkhobar (Saudi Arabia)

Date: 15/09/2019

(NIYAS V J)

