

# M U H A M M E D R I Y A S

+974 51004837 | muhammedriyas1087@gmail.com | Doha

## ABOUT ME

I am Muhammed Riyas, a motivated and trustworthy professional with experience in customer service, cash handling, and sales. I hold a Bachelor's degree in English Language and Literature and a Master in Travel and Tourism. I have strong communication skills and a high level of accuracy and attention to detail. I am committed to delivering smooth, secure, and efficient service in customer-facing roles where reliability and speed are essential

## WORK EXPERIENCE

### Aura real estate - Account assistant

1/2/2025 to 15/12/2025

- Maintained daily financial records and entered transactions accurately.
- Assisted with preparing basic reports, invoices, and simple account reconciliations.
- Followed up on payments and responded to basic account-related queries with professionalism.

### Foodcity Bahrain - Assistant Supervisor

01/09/2022 to 03/01/2023

- Supervised daily store operations ensuring smooth customer service and cash handling.
- Trained and supported team members to maintain high sales performance and service quality.
- Managed inventory levels, coordinated stock replenishment, and ensured product availability.

## EDUCATION

### Technology Leadership Program (TLP)

Edapt, Calicut

Jul 2024 - Dec 2024

### MASTER IN TRAVEL AND TOURISM MANAGEMENT

Annamalai university

2020 - 2022

### BACHELOR IN ENGLISH LANGUAGE AND LITERATURE

Calicut university

2017 - 2020

## CERTIFICATES

- Diploma in Computer Application
- Technology leadership program
- Prompt Engineering Master Course

## TECHNICAL SKILLS

POS system operation

Inventory monitoring

Digital marketing basics

Cash handling

Basic computer skill

## **SOFT SKILLS**

Communication

Advanced planning

Team management

Project management

Problem solving

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## **LANGUAGE**

**ENGLISH** (speaking, writing and reading)

**ARABIC** (reading and writing)

**HINDI** (speaking, writing and reading)

**MALAYALAM** (speaking, writing and reading)

## **DECLARATION**

I hereby declares that all the information furnished above is true and correct to the best of my knowledge.

- Muhammed Riyas