

# RIYAS AHAMED.A

Admin

+91 9629642974    riyasahamed21122000@gmail.com    India, Madurai, D.No 12 , Villapuram Arch, 625012

## Professional summary

"Results-oriented professional with 1 years of experience in the export industry, possessing strong organizational and communication skills, eager to contribute to a challenging and rewarding role."

## Experience

JAS OVERSEAS EXPORTS PVT LTD    March 2024 - Now  
India, Madurai

- Manage day-to-day Office Operation
- Payment Processing , Ledger Maintaining
- Shipment Export Invoice Prepare
- Data Entry and Create Bar Code in Software
- Prepare Document - DC, PO , E-way Bill
- Godown Stock Maintaining
- Coordinating For GST Filing and ESI, PF

NINESTAR INFORMATION TECHNOLOGY    June 2023 - February 2024  
Junior Associate

## Education

2016 - 2017  
SSLC of NADAR HIGHER SECONDARY SCHOOL, India, Madurai  
84.8%

2017 - 2018  
HSC - COMPUTER SCIENCE of NADAR HIGHER SECONDARY SCHOOL, India, Madurai  
76%

2018 - 2022  
COMPUTER SCIENCE AND ENGINEERING of SOLAMALAI COLLEGE OF ENGINEERING, India, Madurai

## Skills

- Vypar ERP and Wings Software  
Experienced
- Microsoft Office Suite (Word, Excel, etc)  
Experienced
- Data Entry/Analysis  
Experienced
- Multitasking  
Experienced

## Hobbies

- Books Reading
- Internet Surfing

## Languages

- TAMIL
- ENGLISH

## Personal info

- Date of birth: 21 December 2000