



# AKHILA I

OFFICE ADMIN



akhilakpillai2027@gmail.com



050 146 1306



Dubai, United Arab Emirates

Visa Status: Visit Visa

## EDUCATION

### L.L.B Unitary Degree 2022

University of Kerala

### BA. English Language & Literature 2018

University of Kerala

## PROFESSIONAL INTERESTS

Office Administration

Reception Handling

Legal Assistance

## SKILLS

- Drafting
- Computer Proficiency (MS Word, Excel, Powe point)
- Quick Learning
- Self-Motivated
- Communication Skill
- Detail-Oriented
- Time Management
- Mediation

## LANGUAGES

English (Proficient)  
Malayalam (Native)  
Hindi (Intermediate)

## CAREER OBJECTIVE

To secure employment with a reputable Company, seeking a position to utilize my skills and abilities in the organization that offers professional growth while being resourceful, innovative and flexible.

## WORK EXPERIENCE

February 2023 – June 2023

### Island Tower Electromechanical Works LLC – Office Admin

Dubai, UAE

- Clerical duties including answering Phone calls and Preparing Documents.
- Maintaining all office files and keep records & reports up to date.
- Drafting important letters
- Monitoring daily mails.
- Receiving/segregating supplier invoices and forwarding to respective division.
- Assist Colleagues whenever necessary
- miscellaneous works

## INTERN EXPERIENCE

**Advocate Trainee** 07/02/2022-12/04/2022

Lawyers Syndicate Kattakada &Neyyattinkkara

**Advocate Trainee** 05/09/2021-03/01/2022

Creative Law Chambers Vanchiyoor

**Advocate Trainee** 21/04/2021-18/05/2021

Kayamkualam Municipality

## RESPONSIBILITIES

- Interviewed and communicated with clients via phone and Email
- Drafted Legal Documents
- Studied writing and reviewing legal documents
- Conducted client interview and client counselling
- Managed incoming calls and explained procedural matters and given advice to clients