



AKSHAY RADHAKRISHNAN

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Dubai, United Arab Emirates

OBJECTIVE

Proficient in customer support and efficient in problem solving. I look forward to associate myself with an organization where there is a scope for contributing and upgrading my knowledge in latest technologies for the development of self and organization

EXPERIENCE

2023 -
Present

- **Documents Controller**

Al Shola Transport Co LLC

- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients
- Ensuring timely entry of Data in the database
- Assisting employees with accessing documents through documents management system
- Prepare ad-hoc reports on projects when required
- Review and update documents for maintenance and quality control
- Talking to suppliers and getting quotes for the products

2022 -
2023

- **Team Lead - Hub Operations**

Driver Logistics LLP

- Oversees processes for receiving, storing, transitioning, and delivering goods.
- Handle unusual freight or special orders.
- Create forecasts and reports, tracking metrics and communicating needs and productivity.
- Conduct and interpret safety audits, identifying areas for improvement.
- Supervise daily operations and adherence to regulations and rules.

2021 -
2022

- **Operations Executive**

Alleppey Parcel Service

- Compiling and inspecting shipping related documentation.
- Unloading incoming shipments and reviewing their contents.
- Preparing outbound shipments ahead of delivery times.
- Checking packages to ensure that the correct amount and type of stock is received
- Reporting all breakages and spills.
- Offering assistance to other staff in the department during work hours.

2020 -
2021

- **Customer Service Assistant**

Ajmal Bismi Enterprise

- Stocking shelves with merchandise.
- Working within established guidelines, particularly with brands.
- Attaching price tags to merchandise on the shop floor.
- Reporting discrepancies and problems to the supervisor.
- Responsible dealing with customer complaints.

2017 -
2018

- **Office Assistant**

Akshara Agencies (S.G Vetcare Pvt Ltd , Alleppey Branch)

- Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls.
- Interacts with clients, visitors, and vendors
- Signs for delivered packages and distributes them to the appropriate recipient
- Maintains stock of supplies by anticipating work requirements, ordering supplies and distributing supplies where necessary
- Performs additional duties when required, including drafting brochures and organizing the filing system

EDUCATION

2018

- **Bachelor Of Commerce**
University Of Kerala

2020

- **Advanced Diploma in Logistics and Supply Chain Management**
Continuing Education Department Of Kerala

SKILLS

Adobe Photoshop



Team Management



Excel Expertise



Warehouse Management



Database Management



LANGUAGES

- Malayalam
- Hindi
- English

INTERESTS

- Photography
- Traveling
- Reading

A stylized handwritten signature in blue ink.

AKSHAY RADHAKRISHNAN