

# ARYA KRISHNAN V.



## CONTACT

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🏠 : Dubai, United Arab Emirates

## PERSONAL DETAILS

Date of Birth : 20/07/1997

Nationality : Indian

Gender : Female

Marital Status : Married

Visa Status : Visit Visa

## CORE SKILLS

Tally Prime

Marg ERP 9+

SAGE 50

MS Office, Excel, Word

Financial Accounting

Good Communication

Team Work

## LANGUAGE

English

Hindi

Malayalam

## PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with one year of experience as an Administrator in an electronics retail environment. Skilled in operations management, customer service, inventory control, and administrative support. Eager to apply my knowledge and skills to a dynamic and growth-focused organization, where I can contribute to operational efficiency and customer satisfaction while further developing my career.

## WORK EXPERIENCE

➤ **ADMINISTRATOR**  
**NATIONAL RADIO ELECTRONICS | KANNUR, KERALA**

1 Year

### Job Responsibilities

- Managed daily administrative operations, ensuring smooth workflow across departments.
- Handled inventory management, stock updates, and order processing for electronic products.
- Maintained accurate records of sales, purchase orders, and client communications.
- Coordinated with suppliers and vendors to ensure timely delivery of electronic goods.
- Assisted the sales and technical teams by preparing quotations, invoices, and customer follow-ups.
- Oversaw store documentation, including warranties, service agreements, and compliance files.
- Provided excellent customer service by addressing client inquiries and resolving issues efficiently.
- Supported marketing initiatives by organizing product displays, promotions, and events.
- Scheduled and organized meetings, prepared reports, and maintained administrative systems.

## PROFESSIONAL SKILLS

- Ability to work effectively under time pressure and for long and extended hours
- Ability to multitask
- Diligence and dedication to work
- A good memory and an eye for details
- Ability to understand different kinds of people
- Great sensitivity to the needs of others
- A friendly, cheerful, and polite attitude
- A strong passion to ensure customer satisfaction

## EDUCATIONAL QUALIFICATION

- Professional Business Administrator | Sree Sangaracharya Educational Society | 2024
- Graduation: B.com Cooperation | Kannur University | 2018
- Intermediate (+2) in Commerce | Kerala State Board | 2015
- S.S.L.C | Board of Higher Secondary School | 2013

## DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**ARYA KRISHNAN V.**