

# AKHIL K RAVEENDRANATH

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Passport No: B8223424  
Nationality: Indian  
Place of Issue: Cochin  
Date of Expiry: 04/12/2033  
DOB: 11/06/1988



## SUMMARY

Dynamic professional with extensive experience in administrative processes, logistics, and office management. Proficient in MS Office suite, with advanced skills in Word, Excel, and PowerPoint. Proven track record of streamlining operations and implementing efficient solutions to enhance organizational productivity. Adept at managing multiple tasks and priorities with precision and attention to detail. Dedicated to leveraging expertise to drive success and efficiency within an organization.

## WORK EXPERIENCE

**Office in Charge, Sree Gokulam Tata Motors, Kerala, India** 2023-2024

- Provided detailed vehicle presentations, promptly addressed inquiries, and efficiently managed customer issues for timely resolution.
- Prepared quotations and invoices, ensuring accurate documentation and facilitating smooth payment processes.
- Updated garage history and maintenance records to maintain accurate vehicle service and repair documentation.
- Handled RTO documentation procedures effectively, ensuring compliance and smooth vehicle registration.
- Updated customer records through data entry and regular CRM monitoring.
- Collaborated with regional offices to maintain customer data within the region.
- Streamlined the document management process by implementing a structured digital filing system.
- Oversaw an office communications strategy and the process for preparation and submission of tender documents annually, reducing inaccuracies and ensuring punctual submissions every time.

**Warehouse Executive, Wavecon Trading And Contracting, Doha, Qatar** 2020 - 2022

- Maintained cleanliness, safety, and organization of warehouse environment.
- Received and confirmed inventory deliveries, ensuring accuracy.
- Conducted inventory inspections and communicated any issues to relevant parties.
- Managed inventory storage and labeling, optimizing accessibility.
- Leveraged analytical skills to optimize warehouse storage layout, to make sure increase in space utilization and reduction in material handling time.

**Warehouse Assistant, KSIE LTD, Calicut Air Cargo Complex, Kerala, India** 2016-2019

- Handled import and export cargo operations, including documentation verification and systematic cargo arrangement.
- Provided assistance to customs officers and ensured compliance with procedures.
- Managed cargo handover to parties and airlines, ensuring accuracy and efficiency.

## EDUCATION

- **Bachelor of Commerce** 2009-2012  
Bharathiar University, India
- **Advanced Diploma in Logistics and Retail Management** 2013-2014  
Govt. Polytechnic College, Kalamassery, India

## SKILLS

- Proficiency in Microsoft Office suite, including Word, Excel, and PowerPoint.
- Excellent communication skills, both verbal and written, with the ability to effectively interact with internal teams, clients, and stakeholders.
- Strong problem-solving abilities and mathematical skills, with a keen attention to detail.
- Intermediate knowledge of analytical and life science laboratories, instruments, and equipment.
- Demonstrated ability to prioritize tasks, manage time efficiently, and work under pressure to meet deadlines.
- High level of organizational skills, including data entry and records management.
- Familiarity with Customer Relationship Management (CRM) software.
- Proactive mindset, with a strong sense of initiative and resourcefulness.
- Ethical conduct, cultural awareness, and a commitment to upholding professional standards.