

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

Cashier cum Store Keeper, Navarathna Supermarket, Angamali, Kerala, India 2022-2024

- Managed cash transactions and processed customer payments through various modes, ensuring accuracy and balanced cash registers.
- Provided excellent customer service by addressing inquiries, resolving issues, and maintaining a positive shopping experience.
- Conducted regular inventory checks, managed stock replenishment, and maintained updated inventory records.
- Maintained a clean and organized store environment to enhance the shopping experience for customers.
- Assisted in implementing promotional activities, ensuring proper labeling, and accurate product pricing.
- Collaborated with suppliers and vendors to manage orders and ensure timely delivery of stock.
- Updated and prepared sales reports to track daily, weekly, and monthly performance.
- Leveraged problem-solving skills to streamline operations and improve overall efficiency.

Warehouse Executive, Wavecon Trading And Contracting, Doha, Qatar 2019 - 2021

- 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 2015-2018

- 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.