

Akhil Sreedharan Nair

👤 15/07/1995 📍 Al-Karama, Dubai, UAE 📞 971 508792651 ✉ akhilsnair15795@gmail.com

Profile

Nationality: Indian
VISA TYPE: JOB VISA (NOTICE PERIOD)
DATE OF VISA EXPIRY: 5 SEPTEMBER 2025

Work Experience

📅 05/2023 – PRESENT 📍 DUBAI, UAE

ADMIN

Blue Ocean Holiday Homes

- Managing all aspects of assigned properties
- Designing business plans for assigned properties that suit customers' needs
- Inspecting and arranging maintenance to meet standards.
- Maintain a positive, productive relationship with tenants.
- Negotiate with lease/contracts with contractors in a timely and reliable manner.
- Advertise and marketing vacant spaces to attract tenants.
- Collecting receivable accounts and handle operating expenses.
- Developing and managing annual budgets by forecasting requirements and analyzing variances, data and trends.
- Oversee properties' personnel and assessing its performance.
- Accomplishing financial goals and report periodically on financial performance.
- Sourcing and building relationships with prospective clients to expand business.

📅 10/2018 – 11/2022 📍 KOCHI, INDIA

ADMIN

Aptiv Connection Systems

- Book meetings and schedule events.
- Order office stationery and supplies.
- Maintain internal databases.
- Submit expense reports.
- Keep employee records (physical and digital).
- Maintain a filing system for data on customers and external partners.
- Distribute incoming and outgoing mail.
- Prepare regular reports and presentations.
- Organize, store and print company documents as needed.
- Answer and redirect phone calls.
- Make travel arrangements.
- Handle queries from managers and employees.
- Update office policies and ensure compliance with them.

Education and Training

📅 02/2023

NEBOSH Certification

📅 08/2021

IELTS

British Council

Education and Training

📅 10/2017 – 10/2018 📍 KOCHI, INDIA

Professional Diploma in Fire and Safety Keltron Knowledge Centre

<https://ksg.keltron.in/>

📅 10/2013 – 10/2016 📍 IDUKKI, INDIA

BSc. Electronics Al-Azhar College

Address: AL AZHAR Collage of Arts and Science,
Perumpillichira, Thodupuzha, Idukki, 685581, India

📅 07/2011 – 05/2013 📍 MULANTHURUTHY, INDIA

+2 Computer Science St. Mary's Higher Secondary School

Address: Thalacode P.O Mulanthuruthy, Ernakulam, 682314,
Mulanthuruthy, India

📍 MULANTHURUTHY, INDIA

10th CBSE

Baselious Vidyanikethan Girisnai

Address: Vettickal P.O Mulanthuruthy, Ernakulam, 682314,
Mulanthuruthy, India

Language Skills

📍 MOTHER TONGUE(S)

Malayalam

📍 OTHER LANGUAGE(S)

English

Hindi

Tamil

Digital Skills

📍 DIGITAL SKILLS

Microsoft Office

Outlook

Certifications

First Aid Training National Safety Council

Fire Fighting Theory and Practical National Safety Council

Gemba Observation Technique Maruthi Center for Excellence

Pre-Opening Work Recognition Four Points by Sheraton, India