



AKHIL SURESH KUMAR

CONTACT

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SKILLS

- Communication skills
- Organizational skills
- Multitasking
- Retail operations
- Store Management
- Customer service
- Time management
- Office administration
- Direct sales
- MS Office
- Decision Making
- Inventory Management

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 30/01/1995
- Passport No : P4074641
- Expiry Date : 05/09/2026
- Visa Status : Visit Visa



PROFESSIONAL SUMMARY

Dynamic and customer-focused professional with proven expertise in retail management, sales consulting, and office administration. Skilled in enhancing customer satisfaction, Inventory management, driving sales growth, and managing daily operations efficiently. Strong communicator with a proactive approach to problem-solving and building positive client relationships.



WORK EXPERIENCE

RETAIL EXECUTIVE

Roverz Motors, India from May 2017 - Feb 2019

- Oversee the day to day activities to ensure smooth and efficient retail operations.
- Monitor inventory levels, stock rotation and replenishment.
- Collaborate with sales and marketing team to achieve sales and revenue targets.
- Ensuring high levels of customer satisfaction by maintaining service quality.
- Use retail management systems to track sales and stock management.

SALES CONSULTANT

Yogakshemam Loans Ltd., India from May 2019 - Dec 2019

- Understand clients financial needs and pitch the services accordingly.
- Build and maintain long term relationships with clients to ensure repeat business and referrals.
- Meet or exceed sales targets while maintaining high level of customer satisfaction

OFFICE ASSISTANT

ANB Builders and Designers Pvt Ltd., India from Mar 2022 - Aug 2024

- Answering phone calls and emails and scheduling meetings, and maintaining calendar.
- Handling data entry and assisting in preparing reports and presentation.
- Supporting management with daily administrative tasks.
- Maintain databases and organizing office files records.



EDUCATION

Sree Buddha College of Engineering

Mechanical Engineering Course Completed from 2012-2016

Metropolitan Higher Secondary School

Higher Secondary from 2010 - 2012

CERTIFICATION

NEBOSH International General Certificate in Occupational Health and Safety

January 2021 Certificate No. : 00554875/1203034