

ATHUL KRISHNA PS

Address: Abu Dhabi | United Arab Emirates
Phone: +971 50 669 8618
Email: athulsukumaran47@gmail.com



PROFESSIONAL SUMMARY

Resourceful Administrative & Logistics Professional with expertise in office assistance, fleet management, warehouse operations, and accounting. Skilled in document handling, data entry, meeting coordination, and safe vehicle operation. Adept at multitasking in government and corporate settings. Holds an MBA in Human Resources Management and Bachelor of Commerce. Fluent in English, Hindi, Malayalam, and Tamil.

SKILLS

- Office Administration & Documentation
- Logistics & Warehouse Supervision
- Fleet Management & Vehicle Maintenance
- Accounts Reconciliation & Data Entry
- Government Liaison (LSGD Experience)
- Meeting Coordination & Travel Planning
- Multilingual Communication

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT

Local Self Government Department (LSGD), Kerala | April 2023 – May 2025

- Managed daily office operations, including document handling, mail distribution, and record-keeping.
- Safely transported officials and guests using department vehicles, adhering to traffic and safety protocols.
- Coordinated meeting schedules, room setups, and travel logistics for staff.
- Performed routine vehicle inspections, maintenance, and ensured timely servicing.
- Assisted in data entry, spreadsheet management, and filing for administrative tasks

STORE KEEPER

Great Footwear & Marketing, Thrissur, Kerala | October 2021 - September 2022

- Supervised logistics, warehouse operations, and customer service.
- Optimized supply chain efficiency by planning inbound/outbound deliveries.

ASSISTANT ACCOUNTANT

Tax Master, Thrissur, Kerala | July 2020 - December 2020

- Managed full-cycle accounting, bank reconciliations, and office correspondence.

EDUCATION

- **MBA in Human Resources Management** | SGV University | Pursuing
- **Bachelor of Commerce** | Annamalai University
- **Diploma in accounting** | Tax master Thrissur
- **Higher Secondary School Certificate** | Board of higher secondary examination
- **Secondary School Certificate** | General Education Kerala

ADDITIONAL INFORMATION

- **Meeting Coordination:** Scheduled meetings, managed room setups, and prepared materials.
- **Document Delivery:** Ensured secure and timely delivery of packages to clients.
- **Fleet Management:** Maintained company vehicles, performed inspections, and coordinated repairs.
- **Errand Services:** Handled banking deposits, supply purchases, and courier services.
- **Visa Status:** UAE Tourist Visa (Valid until 18 July 2025)