

AKSHAY KUMAR

+971 566565282 · as.akshaykumar119@gmail.com · ak286387@gmail.com
St 44 Al Baraha, Deira, Dubai

ADMIN/OFFICE ASSISTANT

Detail-oriented Office Assistant with strong organizational skills and a proactive approach to administrative support. Experienced in handling a wide range of office tasks efficiently and accurately. Proficient in office management software and equipment, with a focus on maintaining smooth operation and enhancing productivity. Skilled in handling correspondence, scheduling appointments, and managing files and records. Known for providing excellent customer service and maintaining a professional demeanor in fast-paced environments.

STRENGTHS AND EXPERTISE

Organizational Skill	Discretion and Confidentiality	Team Leadership
Attention to details	Continuous learning	Communication
Flexibility and Adaptability	Interpersonal skill	Operations Management

PROFESSIONAL EXPERIENCE

NATIONAL CATERING COMPANY WLL - ABU DHABI

SEP 2018 - JUL 2020

OFFICE ASSISTANT - ACCOUNTS AND FINANCE

- **Administrative support** : Provide administrative assistance to staff, management, and executives.
- **Communication** : Handling phone calls, emails and correspondence.
- **Scheduling** : Managing calendars, scheduling appointments, and arranging meetings.
- **Filing and Organizational** : Maintain organized filing systems, both physical and digital.
- **Data Entry** : Accurately entering data into database or spread sheet.
- **Customer Service** : Providing exceptional customer service to clients, visitors and colleagues.
- **Office Management** : Maintaining office supplies, inventories and coordinating maintenance.
- **Event Planning** : Assisting with event planning, coordinating and executions.
- **Special Projects** : Completing special projects and tasks as assigned by management.
- **Record Keeping** : Maintaining accurate and up-to-date records.
- **Bookkeeping** : Assisting with basic bookkeeping and accounting tasks.
- **Reception** : Greeting visitors, clients, and colleagues and providing a positive first impression.
- **Team Support** : Providing support to colleagues including preparing documents, making copies and sending faxes.

HONDA CARS PVT LTD INDIA

APRIL 2016 - July 2017

SALES COORDINATOR

- **Order Processing_:** Process sales orders, handle customer inquiries, and resolve issues.
- **Customer Service_:** Provide exceptional customer service via phone, email, or in-person.
- **Sales Support_:** Assist sales teams with administrative tasks, lead generation, and customer follow-up.
- **Reporting and Analytics_:** Generate sales reports, analyze data, and provide insights to sales teams.
- **Communication_:** Coordinate with internal teams, such as marketing and logistics, to ensure smooth sales operations.
- **Lead Generation_:** Assist in generating new leads through research, email campaigns, and social media.
- **Sales Administration_:** Manage sales-related administrative tasks, such as contract preparation and filing.
- **Customer Relationship Management _:** Maintain accurate customer records, interactions, and preferences.
- **Event Support_:** Assist in organizing sales events, trade shows, and product launches.
- **Sales Material Preparation_:** Prepare sales materials, such as brochures, presentations, and price lists.

EDUCATION

JANARDHAN RAI NAGAR VIDYAPEET DEEMED TO BE UNIVERSITY

JULY 2013 - MARCH 2016

Graduate Diploma in Mechanical Engineering

CHINMAYA VIDHYALAYA

JULY 2010 - APRIL 2011

High school studies

PASSPORT DETAILS

No : R1384540
Date of Issue : 19/10/2017
Date of Expiry : 19/10/2027
Place of Issue : Kozhikode

PERSONAL DETAILS

Nationality : Indian
D. O. B. : 26/02/1995
Gender : Male
Marital Status : Married