

# AKSHAY KUMAR

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St 44 Al Baraha, Deira, Dubai

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## 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.

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## STRENGTHS AND EXPERTISE

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

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## 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.

**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.
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**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

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**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