



AKSHAY RAJAN

Supply chain management and Logistics

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Nationality: Indian

I am seeking a position within a dynamic company that presents both challenges and opportunities for personal and professional advancement. Driven Administrative and Accounts Executive with 3+ years of experience in a fast-paced manufacturing environment, Final-year graduate student with an internship agreement, looking for a full-time internship(minimum 4 to 6 months) in Supply Chain and Logistics position in Europe (willing to relocate),starting at the earliest in June. Aiming to develop my expertise in stock management, procurement and logistics process optimization.

AREAS OF EXPERTISE

| | | |
|--------------------|---------------------------|--------------------|
| Negotiation | Control and planning | Problem-solving |
| Team communication | Multitask | Account management |
| Procurement | Transportation Management | Stock Management |

KEY ACHIEVEMENTS

- Proactively researched and identified a more cost-effective supplier, resulting in a 10% reduction in material costs.
- Developed strong relationships with key vendors, ensuring on-time deliveries and favorable payment terms.

PROFESSIONAL EXPERIENCE

Administrative and Accounts Executive

PENTAPLUS RUBBER PRODUCTS PRIVATE LIMITED
May 2020- August 2023

Kerala, India

- Oversaw asset management and optimised financial expenditures.
- Prepared critical financial documentation, including invoices and tax filings.
- Accurately recorded all financial transactions to ensure transparency.
- Streamlined procurement processes for raw material acquisition.

- Managed accounts receivable and payable, ensuring timely settlements.
 - Coordinated the dispatch of finished goods, aligning with transportation logistics
 - Implemented robust inventory management controls to maintain stock integrity.
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EDUCATION

UNIVERSITY OF CALICUT

Bachelor of Commerce (COMPUTER APPLICATION)

2015-2018

Kerala, India

NEOMA BUSINESS SCHOOL

MSc supply chain management

2023-2024

Rouen, France

ADDITIONAL SKILL

- Tally ERP with GST
 - Microsoft Excel
 - Microsoft Word
 - Microsoft PowerPoint
 - SAP
 - Any logic
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LANGUAGES

- English.
 - French.
 - Malayalam.
 - Hindi.
 - Tamil.
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LINKS

Linkedin: [linkedin.com/in/akshay-rajan-70ba2a219](https://www.linkedin.com/in/akshay-rajan-70ba2a219)