

AKHIL S

HR Administrative Admin



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Bur Dubai, Dubai, United Arab Emirates

Visa Status: Visit Visa

Visa Expiry : 25/06/2025

EXPERIENCE

June 2021 - Apr 2025

MIS & HR Administrative Admin

Tech2Globe Web Solutions LLP | New Delhi, India

- **Schedule Management:** Maintained and optimized complex calendars for senior executives, coordinated over 150+ meetings monthly, reducing scheduling conflicts by 35%.
- **Travel Coordination:** Planned end-to-end travel arrangements for domestic and international business trips, including visa processing, which improved travel planning efficiency by 40%.
- **Communication & Correspondence:** Drafted and proofread official communication, internal memos, and executive reports with a 98% accuracy rate; responded to and routed incoming emails and calls to ensure timely follow-ups.
- **Meeting Coordination:** Organized and facilitated weekly leadership meetings, prepared agendas, recorded detailed minutes, and tracked action items using Microsoft OneNote and Excel.
- **Document Management:** Created a digital filing system to categorize over 5,000 employee and administrative records, improving document retrieval time by 60%.
- **Expense Reporting:** Submitted monthly reimbursement and corporate card expense reports using Excel and ERP software, ensuring 100% compliance with finance policies.
- **Office Management:** Oversaw office supplies inventory and vendor coordination, introducing a quarterly audit system that cut costs by 15%.
- **Stakeholder Liaison:** Acted as a bridge between executives and internal/external stakeholders, ensuring smooth communication and timely follow-ups on action items.

ABOUT ME

Detail-oriented and proactive HR & Administrative Assistant with 3 years of experience supporting executive leadership, managing office operations, and enhancing team productivity. Adept at coordinating complex calendars, travel, and communications while maintaining a high level of confidentiality and professionalism. Proven ability to troubleshoot logistical challenges and streamline administrative processes for improved efficiency.

EDUCATION

Jamia Hamdard University [June 2017 - June 2020]

University of Delhi, India

Bachelors in Computer Applications

SKILLS

- Calendar & Meeting Management
- HR Operations & Support
- Communication & Stakeholder Liaison
- Office Administration
- Document & File Management
- Travel & Itinerary Coordination
- Expense Reporting & Reconciliation
- Executive Support & Confidentiality
- Workflow & Process Optimization

LANGUAGES

- English
- Hindi
- Malayalam