



AKHILESH CHANDRAN

Ar Rayyan, Qatar
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18/11/1988

OBJECTIVE

Seeking a position within an organization where I can leverage my skills, education, and experience to their fullest potential. I am interested in a role that fosters active participation and enables me to make a meaningful contribution to the company's growth and success.

SKILLS

- Continuous Learning
- Problem Solving
- Adaptability
- Time Management

ADDITIONAL INFORMATION

Passport Number: P8249695
Expiry Date : 16/03/2027
QID Number: 28835699514
Driving Licence : Qatar Light Vehicle - Car
Driving Licence: UAE category 3

DRIVER CUM MESSENGER

EXPERIENCE

- June 2024** **Kottaram Trading and Contracting, Doha, Qatar**
Administrative Assistant
As an Administrative Assistant in a trading and contracting company, I handled daily office tasks such as managing correspondence, scheduling meetings and maintaining files. I prepared and managed contracts and reports, communicated with clients and vendors and kept records of transactions. I also supported project coordinator, organized meeting materials, helped with purchasing office supplies and ensured we followed local regulations and company policies.
- September 2017 - May 2023** **Al Qudwa Foodstuff Co LLC, Dubai, UAE**
Driver Cum Messenger
As a Driver Cum Messenger at a food processing company, I handled and delivered documents, packages and food samples, keeping accurate records of all transactions. Maintained the vehicle, followed traffic laws and planned efficient routes for on-time deliveries. I communicated with the logistics team, suppliers and clients to ensure smooth operations, reported any issues promptly and followed food safety standards to prevent contamination during transportation.
- March 2012 - August 2017** **Kottaram Holdings, Kerala, India**
Office Coordinator
As an Office Coordinator, I follow office workflow procedures to ensure maximum efficiency. I maintain files and records with an effective filing system. Support other teams with various administrative tasks like redirecting calls, disseminating correspondence and scheduling meetings. I greet and assist visitors when they arrive at the office. Monitor office expenditures and handle all office contracts. Perform basic bookkeeping activities and update the accounting system. I deal with customer complaints or issues. I monitor office supplies inventory and place orders. Assist in vendor relationship management.
- January 2010 - January 2012** **Hawalli Autoparts, Bahrain**
Salesman
I developed strong relationships with clients to expand our business network and provided detailed product information to align offerings with customer needs, enhancing satisfaction. By leveraging my knowledge of company products and services, I recommended tailored solutions to customers. Additionally, I prepared weekly and monthly reports on business activities and sales forecasts.

EDUCATION

- 2007** **Diploma in Fire And Safety Engineering**
- 2006** **Higher Secondary Education**

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.