



## SKILLS

- Strong Communication skills
- Accounting Skills
- Leadership skills
- Organizational skills
- Time management skills
- Collaboration skills
- Problem-solving skills
- Inventory Management
- Flexible & Adaptive

## TECHNICAL SKILLS

- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint.
- Microsoft Outlook.
- RAMCO ERP
- Odoo

## EDUCATION

MBA Logistics & Shipping  
2012-2014  
Bharathiar University Coimbatore  
B.com  
2009-2012  
Mahatma Gandhi University  
Kerala

## Linguistic Skills

English  
Hindi  
Malayalam  
Tamil  
Arabic

# SUDHI CK



+971-569671291



sudhickmba@gmail.com



<https://www.linkedin.com/in/sudhi-c-k-bb0162200>

### Career Objective:

To optimally utilize the present abilities, and work in a challenging environment that constantly improves my skills and supports my career growth as well as growth of the organization.

### Profile:

Over 6 years of work experience in different areas such as HR, finance & Admin Department. Manages own work and priorities to deliver results on time.



## WORK HISTORY

### \* INTEGRATED LOGISTICS CO. KCSC- KUWAIT

#### Admin Officer

2017-2020



Main duties performed:

- Organizing and managing schedules and calendars for staff, managers, and senior-level officers.
- Receiving and processing communication channels, including email, phone, and physical mail.
- Assisting human resources department with payroll and personnel database.
- Conferring with accounting department to help make payments, process invoices & bills, and verify receipts.
- Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed.
- Creating reports and memos for managers and senior-level officers as needed.
- Monitoring office inventory and placing orders.
- Purchasing.
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.)

### \* NIRAPARA GROUP OF COMPANIES KOCHI, INDIA

#### Admin Officer

2016-2017



Main duties performed:

- Organize and schedule meetings and appointments.
- Maintain and updating the contact lists of Vendors & Suppliers.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Book travel arrangements.
- Inventory Management
- Submit and reconcile expense reports
- Provide general support to visitors

\* GALAXY COMMERCIAL- INDIA

**Account Assistant**

2014-2015

Main duties performed:

- Preparing financial documents such as invoices, bills, and accounts payable and receivable  
Completing purchase orders.
- Inventory Controlling.
- Following up for the amount receivable from customers.
- Preparation of the age wise Debtor statements and accounts receivable statements.
- Entering invoices in the database for managing account payable/receivable, and handling all accounting operations.
- Assisting team for monthly and annual audits, and preparing concise reports.
- Reconciling general ledgers by keeping a close track of the account receivable details.
- Handling journal entries, account payable, account receivable, and various other duties.  
Completing monthly bank reconciliations.

**Personal details**

Date of Birth : 25-04-1991  
Gender : Male  
Marital Status : Married  
Location : Al Karama, Dubai  
Passport No : N1880301  
Validity : 05/08/2025  
Visa Status : Visit Visa  
Validity : 10/07/2021

**References will be provided on request.**

*Disclaimer: The logos are used only for the quick recognition of entities.*