

AKHIL MOHAN

AL KARAMA, DUBAI, UAE

+971-521472101

akilmohan619@gmail.com



CAREER SUMMERY

Experienced Administrative Assistant with 4+ years of extensive background in a variety of office administration duties. Well-organized and able to multitask while maintaining a high level of professionalism and attention to detail. Consistently recognized for proven capability in office administration, record keeping, preparing reports, and performing customer-oriented tasks.

AREA OF EXPERTISE

- | | | |
|-------------------------------|-------------------|------------------------|
| • Office administration | • Recording MOM | • Interpersonal skills |
| • General clerical task | • Data Entry | • Communication skill |
| • Scheduling Appointment | • Independence | • Attention to detail |
| • Calendar management | • Professionalism | • Microsoft Word, |
| • Customer service management | • Organization | PowerPoint, and Excel |
| | • Time management | • Adaptability |

ACHIEVEMENTS

- Handled office administrative assistant duties for a busy firm. coordinated front office and maintained customer relationships.
- Managed correspondence, reports, and scheduling with MS Office. Slashed clerical errors by 25%. and improved scheduling accuracy.
- Screened and replied to correspondence effectively. Boosted client retention by 25% by resolving complaints 45% faster than the previous company average.

WORKING EXPERIENCES

- **RECEPTIONIST CUM ADMIN ASSISTANT**
BAZBAZA INTERNATIONAL TRADING LLC
Riyadh, Saudi Arabia

Feb, 2020 to Feb,2022

Responsible to manage the front desk on a daily basis and performing a variety of administrative and clerical tasks.

Key Responsibilities

- Handle the front office - directing all visitors, including vendors, clients, and customers appropriately
- Screen Incoming calls, direct them to appropriate departments and take accurate and complete messages.
- Order and Manage the Office Stationery supplies.
- Manage the routine Office Administrative duties.
- Perform other duties as instructed by the Administration Manager which contributes to the effective office management of the company.
- Coordinate and manage the day-to-day operations of the Office Assistants.
- Handle Travel arrangements when required.
- Develops customer feedback system to ensure customer satisfaction
- Ensure data integrity by conforming to the bank's information security policies.
- Provide administrative support to business heads, and other departments as required.
- Set conferences and meetings, seeing that proper communication/invitation is sent and assuring the attendance of participants.
- Management of department reports and documents.

Provide effective and efficient administration assistance and support by undertaking a variety of administrative tasks to all sections of the department.

Key Responsibilities

- Prepare presentation materials in a variety of forms and formats.
- Schedule meetings, organize calendar events, and establish travel arrangements, including preparation of Travelltineraries.
- Basic clerical duties such as filing, typing, and answering the phone.
- Maintains file room for retention, protection, retrieval, transfer, and disposal of records.
- Coordinate the pre-filing effort with the printer and be the control point for Microsoft Word documents that are used prior to feeding filing information to the printing companies.
- Exhibit friendly, positive, and team-like behavior.
- Follow all Company policies and procedures.
- Other duties and special projects as assigned.
- Ensure that personal behaviors and work practices are in line with Company safety standards.
- Responsible for the safety of self and others in the vicinity including, but not limited to, employees, vendors and guests.
- Provide visible leadership engagement, be aware of housekeeping and take additional safety precautions to ensure no one is put at risk.

EDUCATIONAL DETAILS

Bachelor of Business Administration

Kannur University, Kerala, India
2014-2017

PERSONAL PROFILE

Date of Birth	:	June 13, 1997
Nationality	:	Indian
Marital Status	:	Single
Visa Status	:	Visit
Availability	:	Immediate