

AKHIL.C.R

Dubai, UAE | PH: +971526362685 | E-Mail - akhilcravindran@gmail.com



OBJECTIVE:

To be an integral part of your esteemed organization and help company grow through personal development and put in the best of my efforts and knowledge acquired till date.

PROFESSIONAL WORK EXPERIENCE:

Organization : AL REMOOL TYRE TRADING LLC.
Sharjah -UAE
Tenure : JULY 2018 - Present
Designation : Office Administrator

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Developing and maintaining good relationship with customers.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Making sure products and services are supplied to customers on time.
- Keep stock of office supplies and place orders when necessary.
- Create and update records and databases with personnel, financial and other data.
- Arrange, schedule and organize bookings and Solving customer Issues, placing orders.

Organization : MASIRA DIGITAL MARKETING PVT.LTD.
Bangalore, India
Tenure : DECEMBER 2017 - MAY 2018
Designation : Digital Marketing Associate

- Monitoring the company products and the market value.
- Monitor websites traffic and conversion rates on daily basics.
- Reports progress to senior marketing management.
- Grows and expands company social media presence into new social media platforms, plus increases presence on existing platforms including Facebook, LinkedIn, Twitter, and Instagram.
- Researches and monitors activity of company competitors.
- Creating posters for social Medias.

PERSONAL SKILLS:

- I have good communication skill and exceptional creative idea.
- Troubleshooting service and repair skills.
- Good in team work and team leading.
- Microsoft office (MS Word, MS Excel & PowerPoint)
- Social media marketing and Designing.

EDUCATIONAL QUALIFICATIONS:

Master of Computer Application (MCA)	-	Bangalore University, Bangalore (2015-2017)
Bachelor of Computer Application (BCA)	-	Bharathiar University, Coimbatore (2012-2014)
Higher Secondary School	-	Kerala State Board, India (2010-2012)

PERSONAL INFORMATION:

Date of Birth	:	18 May 1993
Sex	:	Male
Nationality	:	Indian, Kerala
Languages Known	:	English, Hindi, and Malayalam
Passport No	:	K6440600
Visa Status	:	Present resident UAE- Employment Visa
Driving License	:	Valid UAE Driving License
Marital Status	:	Single

DECLARATION:

I hereby declare that all the above information are true and accurate to the best of my knowledge and belief.

Date: 14-09-2020



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