



AKSHAY RAJ

Personal Information

Dubai

+971 524676292

akshyrajasobha@gmail.com

Professional skills

MS Office

★★★★☆

Valid UAE Driving Licence

Beginner

Languages

English

★★★★☆

Hindi

★★★★☆

Malayalam

★★★★★

Profile

Proactive, meticulous assistant with years of experience and training. Exceptional knowledge of Accounts and administrative duties and staff management. Professional phone demeanor and communication skills. Comfortable with projects that require multi-tasking and flexible with changing priorities.

Employment History

Administrative assistant - Tetrad Technical Service

May 2020

- Account entries by compiling and analysing account information
- Responsible for the daily administrative activities of the executive offices.
- To prepare documentation for the project team-copying, faxing, typing.
- Manage office operations and delegate tasks to administrative assistants.
- Initiate a new filing system on the cloud to gain optimal accessibility of information.
- Answered incoming calls and properly routed them according to office procedure.

Office Clerk - D.R.Distributors, Trivandram-Kerala

October 2017 - April 2020

- Supervising and Co-ordinating the activities of office staff.
- Creating and modifying documents using Microsoft Office.
- Managing the filing, storage and security of documents.
- Providing administrative support in varying capacities.
- Managed the transport of outgoing and incoming load and cargo shipment.
- Handling Cargo work and making sure that all inventory process.

Education

Bachelor of arts – Economics (Course Completed only) - Kerala University, Trivandram-Kerala

- 2017

HIGHER SECONDARY, Trivandram-Kerala

- 2012

Electrician Domestic (ELE701) - SL EDUCATION CENTER, Trivandram-Kerala

Conforming to National Skills Qualifications Framework Level - 2