



Akhil Sreekumar

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PROFILE

A motivated, reliable and friendly individual seeking opportunity in any division of work available. My excellent interpersonal skills and my ability to work well with all levels of internal management and staff will enable me to add value to any related organization. My active commitment to continuous improvement within the company operating procedures and self-growth is my key strength.

PROFESSIONAL DEVELOPMENT

- **International Diploma in Logistics and Supply Chain Management**
Duration: 6 months + 2 months Internship
Certification: NSDC, SSC, Government of India Certification
Syllabus: Logistics Management, Warehouse Management, Supply Chain Management
Inventory Management, Multi-Modal Transport Operations, Sourcing & Procurement
Export Import Documentation & Procedures
- **Internship Training in Sky Logistics**
Transportation and Documentation

CERTIFICATIONS

- Licensed Security Guard with CPR and First Aid Certification – Canada 2017
- Certification in Microsoft Word Professional Exam, Google AdWords
- Certification in Computer Basics and Advanced Microsoft Excel & Word
- WHMIS (Workplace Hazardous Material Information System)

EDUCATION

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| <ul style="list-style-type: none">• 2016 – 2018
Diploma in Business Marketing
Centennial College, Toronto, ON | <ul style="list-style-type: none">• 2014- 2016
12th Grade
Bunts Sanghas S.M Shetty
High School & Junior College
Powai, Mumbai |
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WORK EXPERIENCE

DAWON FREIGHT SERVICES

Doha, Qatar

April 2025 to date

Operations Assistant

- Pricing for import and export
 - Documentation follow up
 - Customs clearance
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TARGET LOGISTICS QATAR W.L.L.

Doha, Qatar

November 2023 to March 2024

Document Officer

- Monitoring and handling shipment operations
 - Customer care and regular communications and clients
 - Preparing quotation and coordinating with the clients
 - Maintaining and updating accurate and consistent records
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THE HOME DEPOT

Curity Avenue, East York, Canada

November 2020 to March 2022

Lot Associate

- Helped the customers to load heavy merchandise
 - Managed shopping carts in all the departments and made sure they are all in their right places
 - Provided information to the customers about different merchandise
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MARSAN FOODS

46 Modern Road, Scarborough, Canada

February 2019 to October 2020

Material Handler

- Worked in a fast paced food production line
 - Prepared various foods for Air Canada
 - Sanitized all the materials and machinery parts at the end of each shifts by following the company cleanliness standards
 - Packed the finished items and arranged them on a skid
 - Liaise with multiple departments and ensure provision of materials and supplies
 - According to the Recipe move pallets of Ingredients from the Cookroom, warehouse, freezers
 - Monitor Raw materials and in order to meet the quality standards
 - Assemble and set up freshly cleaned parts for Line & Pump in the proper areas
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G4S SECURE SOLUTIONS

150 Ferrand Dr, North York, Ontario, Canada

June 2017 to December 2018

Licensed Security Guard

- Personal screening and surveillance of premises
- Secure entrances and check for break-ins
- Confront trespassers to prevent vandalism and theft
- Maintain records and check credentials of visitors
- Respond to request for assistance

PERSONAL SKILLS

- Strong Interpersonal and Leadership Skills
- Powerful Oral Communication Skills
- Strong and Excellent Time Management
- Systematic thinking
- Aptitude for office skills and work well with people
- Pleasant professional attitude, appearance and behavior
- Problem-solving skills
- Excellent communication skills
- Proficient in PowerPoint and Excel
- ICDL (International Computer Driving License)

ADDRESS

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|--|---|
| • Qatar
Building S/5, Flat No. 101, Barwa City
Mesaimmer, Doha, Qatar | • India
Mannil House, Edapavoor P.O.
Ranny, Kerala |
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LANGUAGES

- Fluent in English, Hindi and Malayalam – speak, read and write

PERSONAL INFORMATION

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|-------------------------------------|--------------------------------|
| • Date of Birth – 31/08/1998 | • Valid Qatar Driving License |
| • Passport Number – N9238563 | • Visa Status – Permanent Visa |
| • Passport Expiry Date – 23/04/2026 | • QID Number – 29835601412 |
| • Marital Status – Single | • QID Expiry Date – 19/06/2025 |