

# CURRICULAM VITAE



**AKHILNATH.P**



[akhilnathan333@gmail.com](mailto:akhilnathan333@gmail.com)



+971 568969340



+919961846842

## PROFILE:

Highly skilled Office Admin/Accountant Trainee with a proven track record in implementing financial systems and strategies that enhance accuracy, efficiency, and profitability. My expertise in ensuring regulatory compliance, streamlining reporting processes, and aligning financial planning with strategic goals positions me to significantly contribute to the financial success of my next organization.

## EDUCATION

M.com (Calicut University, Kerala INDIA)-2019

B.com (Calicut University, Kerala INDIA)-2016

## PROFESSIONAL EXPERIENCE

### 1) M/s. FIRST ARABIA TRANSPORT-KSA.

**Designation: OFFICE ADMIN/ACCOUNTANT TRAINEE.**

(From 2022 to 2024)

- Issuing of purchase order and processing of invoices.
- Coordinating with suppliers and finance, as finance help desk.
- Scheduling transportation services, planning routes, and assigning drivers.
- Developing and implementing improved transportation administration policies and procedures.
- Processing shipping documents, including bills of lading.
- Managing budgets, as well as processing purchase orders and payments.
- Monitoring drivers' logbook entries and performing payroll administration.
- Liaising between managers and drivers, as well as collaborating with other departments to optimize transportation services.

- Planning routes and preparing schedules, as well as tracking and reporting progress with orders.
- Handling customer queries and escalating serious complaints to management.
- Complying to transportation regulations and company policies.

**2) M/s. LG INDIA PRIVATE LIMITED. Calicut -Kerala.**

**Designation: SALES EXECUTIVE (From 2020 to 2022)**

- Develop and execute sales strategies to achieve targets
- Maintain and grow relationships with existing customers
- Identify and pursue new business opportunities
- Provide product demonstrations and presentations to clients
- Negotiate contracts and close sales deals
- Stay updated on industry trends and competitor activities
- Collaborate with the marketing and product teams for promotional activities
- Prepare and submit sales reports

**3) M/s. SREE GOKUKULAM CHIT and FINANCE P. LTD. Calicut -Kerala.**

**Designation: OFFICE ADMIN (From 2019 to 2020)**

- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.

**IT EXPOSURE:**

Packages : M.S Office, Tally

**PERSONAL DETAILS:**

Date of Birth : 14th July 1996  
 Languages Known : English, Hindi, Arabic, Malayalam, & Tamil  
 Nationality : Indian  
 Passport Details : P4021305  
 KSA Driving License Details : No.2535641522 (KSA-LIGHT VEHICLE)

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Yours Truly**

**AKHILNATH.**