

AKHIL SABU

Al Karama, Dubai, UAE
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PROFESSIONAL SUMMARY

Result-oriented Administrative and Accounting Professional with over 5 years of experience in managing office operations, financial processes, and reporting activities. Skilled in bookkeeping, AR/AP management, bank reconciliations, invoicing, payroll support, and preparing MIS and sales reports. Known for accuracy, confidentiality, and the ability to streamline workflows while ensuring smooth day-to-day operations. A proactive team player with strong analytical, communication, and organizational skills.

WORK EXPERIENCE

Administrative executive

Supriya Trade Links – Kattappana, Idukki, Kerala

Mar 2023- Jul 2025

- Coordinated and supervised daily administrative operations to ensure smooth workflow across departments.
- Prepared and maintained accurate business records, invoices, and correspondence.
- Generated detailed weekly and monthly sales and performance reports for management review.
- Managed accounts receivable/payable and reconciled financial transactions with accuracy.
- Supported procurement and logistics by tracking orders, supplier communication, and delivery schedules.
- Handled order processing, dispatch coordination, and inventory management to ensure timely customer fulfillment.
- Assisted in budget planning, expense tracking, and cost optimization activities.
- Maintained confidential business documents and ensured data integrity in administrative systems.
- Provided support for recruitment, employee record management, and payroll preparation.
- Coordinated meetings, travel arrangements, and company events to ensure efficient planning and execution.

Accounting associate

Thavalappara Granites – Erumeli, Kottayam, Kerala

Nov 2018 – Jul 2022

- Managed daily accounting operations, including data entry, reconciliations, and bookkeeping.
- Prepared financial statements, invoices, and maintained ledgers with accuracy.
- Assisted in budget preparation and expense management to ensure cost control.
- Handled payroll processing, vendor payments, and petty cash disbursement.
- Collaborated with auditors during financial audits and ensured timely compliance.
- Monitored inventory movement and coordinated with procurement for material requirements.
- Supported management with analytical reports on sales performance and project profitability.
- Maintained strict confidentiality of company financial records and employee information.

EDUCATION

Bachelor of Commerce (B.Com)

Sahyajyothi Arts and Science College – Kerala, India

2017

Higher Secondary Education

Govt. HSS – Kumily, Kerala

2014

SKILLS

- MS Office (Word, Excel, PowerPoint, Outlook)
- Tally ERP / QuickBooks
- Data Entry & Documentation
- Office Management Software
- Reporting & Record-Keeping

CORE STRENGTHS

- Administrative & Organizational Skills
- Financial & Accounting Management
- Communication & Team Collaboration
- Adaptability & Problem-Solving
- Leadership & Multitasking
- Confidentiality & Professionalism