

SUDHEESH ANILKUMAR

Mob: +971 526280552 | Email: sudheesh.anilkumarandoor@gmail.com | Address: UAE



PROFESSIONAL SUMMARY

Dynamic Office Administration cum Warehouse Assistant with two years of experience, driving operational efficiency and enhancing workplace productivity. Expertise lies in managing inventory control and streamlining office operations. Proven ability to balance administrative tasks with warehouse responsibilities, ensuring a well-organized environment. Committed to delivering exceptional customer service and fostering effective communication within teams. Adept at adapting to diverse challenges and contributing to the overall success of the organization.

KEY SKILLS

- Document Control & Compliance.
- Customer & Client Relationship Management.
- Administrative Support.
- Team Coordination & Technical Communication.
- Database and File Management.
- Basic Financial Literacy.
- Problem-solving and Critical Thinking.
- Inventory Management & Stock Control.
- Order Picking & Packing.
- Import / Export Documentation.
- Quality Control.
- Time Management.
- Team Collaboration.
- Attention to Detail.

PROFESSIONAL EXPERIENCE

Office Administration cum Warehouse Assistant | Periwinkle International School Supplies, Sharjah, UAE (January 2023 – Present)

- Manage office operations and optimize workflow efficiency.
- Provide exceptional customer service, addressing inquiries and resolving issues promptly.
- Support team collaboration through effective communication and administrative assistance.
- Manage daily office operations and warehouse activities to optimize workflow.
- Coordinate office operations to facilitate effective communication and workflow.
- Foster effective communication among team members, promoting a collaborative work environment.
- Maintain office supplies inventory and place orders as needed.
- Answered phones, greeted visitors, and directed inquiries to appropriate staff members.
- Maintained electronic and physical filing systems.
- Coordinated office maintenance and repairs as needed.
- Organized warehouse inventory and conducted regular stock checks to maintain accurate records.
- Collaborated with team members to fulfill customer orders efficiently.

Cashier | Prasadam Fuels 18th Mile, India (June 2020 – November 2020)

- Processed invoices and payment runs with complete accuracy.
- Examined samples for conformance with agreed quality criteria.
- Counts the shift closing balance of his/her cash register.
- Maintain over and short records for each cashier and report evidence of review to Financial Controller.
- Greet customers when entering or leaving the store.
- Handled customer service operations, resolved client inquiries and complaints, and ensured high levels of client satisfaction.
- Accurately count cash, dispense change, and prepare daily cash deposits.
- Ensure the safe operation of fuel pumps and assist customers with fueling if needed.
- Reconcile payments, count money in the cash drawer, and report any discrepancies at the end.
- Adhere to company policies and procedures for sales, payments, and safety.

EDUCATIONAL QUALIFICATION

BACHELOR OF COMMERCE (Co-Operation)

Mahatma Gandhi University (2017 – 2020)

SOFT SKILLS

- Excellent Communication and Interpersonal Skills
- Critical Thinking and Problem-Solving
- Adaptability in Fast-Paced Environments
- High Attention to Detail
- Time Management and Prioritization
- Conflict Resolution and Decision Making
- Customer Service Orientation
- Collaboration and Teamwork
- Initiative and Proactiveness
- Cultural Awareness and Flexibility

TECHNICAL SKILL

- Accounting Software: Tally ERP Prime.
- Microsoft Office.

PERSONAL DETAILS

Date of Birth : 26/04/2000
Gender : Male
Nationality : Indian
Marital Status : Single

LANGUAGES

English : Advanced
Malayalam : Native
Hindi : Beginner
Tamil : Beginner

DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details provided.

SUDHEESH ANILKUMAR