



# AKHEEL AHSAN P.K.

ADMIN CUM RECEPTION    DUBAI, UAE    +971 501276525

## ◦ DETAILS ◦

Dubai  
UAE  
+971 501276525  
[akheelpk@gmail.com](mailto:akheelpk@gmail.com)

## ◦ SKILLS ◦

Customer Service  
Good Communication  
Ability to Work in a Team  
Microsoft Office  
Microsoft Excel

## ◦ LANGUAGES ◦

English  
Hindi  
Malayalam

## PERSON PROFILE

- A challenge career which will provide opportunity for growth and learning with a dynamic organization which values individual contribution. I am highly organized, efficient, personable and able to deliver consistently high results in challenging and pressurized work environment.

## EMPLOYMENT HISTORY

### Admin cum Receptionist at Dulux group of Companies, India January 2020 — February 2023

- Proficiently managed incoming phone calls and email inquiries, providing prompt and effective resolutions.
- Maintained meticulous records of invoices and established an organized filing system.
- Demonstrated exceptional customer service by warmly greeting clients and addressing their needs courteously.
- Produced requested reports and documents under the direction of the office manager.
- Skillfully managed customer concerns, maintaining composure and resolving issues promptly and professionally.
- Exhibited precision in operating various equipment including cash registers and credit card machines.

### Cashier at Flora Foods & Marketing, India July 2018 — December 2019

- Effectively processed customer purchases using cash registers and electronic payment systems.
- Maintained accurate transaction records, minimizing discrepancies and errors.
- Provided friendly and efficient customer service, enhancing overall shopping experience.
- Assisted in inventory management by monitoring stock levels and promptly restocking merchandise.
- Collaborated with team members to ensure smooth store operations during peak hours.
- Proactively identified and resolved customer issues, resulting in increased customer satisfaction.
- Handled cash and credit transactions securely, adhering to company policies and procedures.
- Demonstrated strong attention to detail in verifying prices, applying discounts, and issuing receipts.

## EDUCATION

### Bachelor of Commerce, Calicut University, Calicut July 2015 — July 2018