

Akhil Viswam

Accountant/Office staff/Data entry operator

B.com Graduate with 4 years experience at office management and 2 years experience at sales. Well experienced at maintaining reports, Microsoft office, cash handling and also a quick learner.

Education

Bachelor of commerce [Mary matha college](#) Kerala, India / From March 2012 to March 2015

Plus two [Govt.H.S.S Edappally](#) Kerala, India / From March 2010 to March 2012

Work experience

Customer relations [Atlantis hotel](#) Palm jumairah / From December 2020 to March 2021

Greeting customers, Helping by providing their needs, Supply their food and beverage order, Clearing the premises after customer leaves, Arranging everything.

Back office and warehouse assistant [Milky mist dairy food pvt ltd](#) Kaloore, Kerala, India / From April 2017 to December 2020

Job in details: Billing, Report making, Sales analysis, Stock management, Stock audit, Assigning duties to subordinates, Data entry, Vehicle diesel report and other services tracking.

Sales manager [John players](#) Ravipuram, Kerala, India / From April 2016 to March 2017

Job in details: Monitoring sales, Monthly, Quarterly and Yearly report preparation, Monitoring staffs, Assigning target and motivating staffs to achieve it, Cash collection, Billing, Stock management, Visual merchandising.

Sales support assistant [Royal Enfield](#) Vyttila, Kerala, India / From October 2015 to April 2016

Job in details: Welcoming customers, Collecting appropriate data, Explain about products and services, Taking order, Registration, Delivery, After sales feedback etc.

Sales assistant [Bajaj motors](#) Edavanakad, India / From April 2015 to October 2015

Indoor and outdoor sales, Registration, Data collection, Taking orders and delivery.

Skills

Sociable



Mature



Computer knowledge



Computer skills

Microsoft office



ERP



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✉ akhilviswam084@gmail.com

📍 308, Rivoli building, Meena bazar, Bur dubai, Dubai

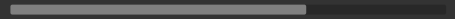
📅 Date of birth 30/01/1994

🇮🇳 Indian

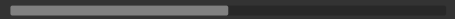
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Languages

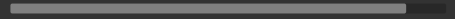
Hindi



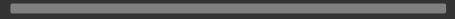
Tamil



English



Malayalam



Assets

Positive nature

Good in interaction

Quick learner

Willing to take responsibility

Interests

Watching movies

Listening songs

Singing

Travel

Motorbike riding

f @aviswam1

@am_akhil_viswam