

AKSHAY ACHARYA

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Objective:

To pursue a career in Customer Service and to work in an organization that provides me the opportunity to work in a professional environment, apply my skills, learn and enhance my knowledge to develop into a well-rounded professional.

Work Experience:

Micro Labs Limited, BANGALORE: Working as Executive-Purchase (2021)

- Implementing General PO
- Implementing General RR
- Looking after department petty cash
- Coordinating with vendor for pricing
- Stock purchasing for various departments (Materials and Services)
- Updating department documentation
- Administrative support

VINTOP PRODUCTS PVT. LTD, BANGALORE: Worked as Manager(2018 to 2021)

- Ensure the creation and implementation of a strategy designed to grow the business.
- Ensure the development of tactical programs to pursue targeted goals and objectives.
- Ensure the overall delivery and quality of the unit's offerings to customers.
- Engage in key or targeted customer activities.
- Evaluate and decide upon investments in equipment, infrastructure, and talent.
- Communicate strategy and results to employees.
- Report results to MD regarding situations of the company
- Engage with corporate officers in organizational strategic planning.

GENCOM AUDIO VISUAL PVT LTD, BANGALORE: Worked as Sales Executive(2018)

- Office responsibilities
- Sale and marketing
- Coordinating with clients and costumers
- Site visits
- Updating office inventories

JUMAIRA LAND ADVT, SHARJAH (UAE): Worked as Client Coordinator (2016)

- Ware house in charge
- Site coordinator
- Front office in charge
- Stock purchasing
- Coordination with clients
- Coordination with suppliers and vendors
- Updating Inventory of stocks and materials

WORLDWIDE EVENTS, MANGALORE: Worked as Production Manager (2015)

- Client coordinator
- Oversee the production processes and adjusting schedules as needed.
- Produce and implement production schedule.
- Supervise load-in/load-out of event/conference crews, vendors, sponsors.
- Identify necessary vendor / partner support, and then source and manage accordingly.
- Coordinating activities related to sales and customer service on clients' accounts.
- Customer satisfaction and ensures to receive the highest standards of service.

PEARSON EDURITE, BANGALORE: Worked as Resource co-ordinate (2012)

- Coordinating with campus staffs for any issues
- New product assembly implementation
- Hardware and software installation
- Training for staffs for new up gradation of hardware and software.

ARPITA FASHION'S, BANGALORE: Worked as Asst. Production Manager (2009 to 2010)

- Handling stage design , light , sound, and backdrop

BALAJI DIGI STUDIO, BANGALORE: Worked as Post production supervisor (2008)

- Supervising with all post production work
- Client coordination
- Artist coordination
- Project Budget discussions

Roles and Responsibilities:

- Supervising the work of juniors and assigning work for them.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Setting up and coordinating meetings and conferences.
- Involvement in social media implementation.
- Updating, processing and filing of all documents.

Areas of Expertise:

- Office management
- Administrative support
- Report writing
- Customer service
- Supervising
- Computer updates
- Co ordinations

Academic Qualifications:

Graduate in Communication media - 2004 to 2008, Symbiosis Institute of Design, Pune, India.

Personal details:

Full name: Akshay Mohan Acharya
Date of birth: 08thJUNE 1985
Marital status: Married
Nationality: Indian
Languages known: English, Hindi, Kannada, Tamil, Malayalam, Tulu.
Passport No: **L7040442** - Date of Expiry - **11/02/2024**

Akshay Mohan Acharya