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Address: Villa 94, Al Nasr Street, MBZ  
City-19, Abu Dhabi, UAE.

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## STRENGTHS

- Team player
- Strong Communication skills
- Hard working
- Strong Analytical skills
- Flexible
- Quick Learner
- Expertise in field
- Technically strong

## HOBBIES

- Internet Surfing
- Cricket
- Travelling
- Listening to Music
- Watching Movies
- Cycling
- Football
- Chess

## PROFILE

To strive for excellence in the area of work undertaken with excellent communication skills, honesty, commitment and dedication to achieve a challenging position where my skills matter most with a progressive firm offering the opportunity for career advancement and professional growth.

## EMPLOYMENT HISTORY

**Western Towers Al Ahalia Medical Center**  
Guest Relation Executive (GRE).  
ABU DHABI, UAE

| 2021

- Coordinating, liaising and networking between insurance companies regarding eligibility, payments, approvals, reconciliation and other requirements.
- Responsible for coordinating and supporting initiatives relative to the evaluation, processing, and handling of claims for an organization.
- Responsible for filing and tracking insurance claims and informing employees of their claim status.
- Relating information about amenities and other relevant information for incoming guests.

**Vishnu Margin Free Supermarket**  
Purchase Manager.  
Kerala, India

| 2020 - 21

- Develop, lead and execute purchasing strategies.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Forecast price and market trends to identify changes of balance in buyer-supplier power.
- Determine quantity and timing of deliveries.

**KMH Supermarket & Department Store LLC**  
Assistant Accountant.  
Abu Dhabi, UAE

| 2019 - 20

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Preparing VAT return.
- Supporting the senior/managing accountant and wider finance team.
- preparing quotations & memos.
- Processing payments and invoices accurately and within expected time periods.
- Performing reconciliations of accounts.

**Chellam Umbrella Mart**  
Cashier & Sales Executive.  
Kerala, India

| 2016 - 18

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.

First Flight Couriers Private Limited

Sales Executive.

Kerala, INDIA

| 2015 - 16

- Prepare and deliver appropriate presentations on products and services.
- Negotiate/close deals and handle complaints or objections.

PERSONAL DETAILS

- D. O. B : 15-02-1996
- Nationality : INDIAN
- Gender : MALE
- Marital Status : SINGLE
- Passport No : M5295811
- Expiry Date : 13/01/2025

EDUCATION

Bachelor of Business Administration (BBA)

Indian Institute Of Business Management & Technology, India | 2017 - 20

Certificate in Hotel Management

Bharat Sevak Samaj (BSS), India | 2018

Diploma in Electronics

All India Technical Education Society (AITES), India | 2015 - 17

Kerala Board Of HSE

Computer Science | 2013 - 16

Secondary School Leaving Certificate (SSLC)

Kerala Board of Public Examination | 2012 - 12

CERTIFICATIONS

- Certificate in Essential Food Safety Program  
Abu Dhabi Food Control Authority | 2019 valid up to 2024
- Certificate in Microsoft Office  
Government of NCT (Indian NGO) | 2016
- Typewriting English and Computer Word Processing  
Kerala Government Technical Examinations (KGCE) | 2015

REFERENCES

Will provide upon interview.