



AKHILA CHANDRAN

PERSONAL PROFILE

I would like to introduce myself as a honest, sincere, and fully committed person. I always work with the best of my efforts with determination and commitment. I have an experience of 1 year as Sales Coordinator/Admin.

SKILLS & ABILITIES

- Self Motivated, well-disciplined individual
- Finds joy in assisting others
- Knowledgeable in conversational English,
- Proficient in Microsoft Office.

CONTACT INFORMATION

Cell: +91 90722 72502
akhila368@gmail.com
Mundakkal House, Old Bus stand, Thripunithura PO, Kerala 682301

EMPLOYMENT HISTORY

Front office Executive

NeST Digital Pvt Ltd Jan 2022-

- Front office management
- Housekeeping supervising
- Vehicle arrangements
- Purchase Record keeping
- Logistics Handling

Sales Coordinator / Receptionist

Centreal Digital Thrikkakara 2020-2021

- Proposal Preparation
- Making EDM
- Dealing Pre-sales customer service
- Handling Front office
- Book Keeping
- Offer Letter Preparations.
- Tracking Couriers.
- DC Incharge

EDUCATIONAL HISTORY

Indira Gandhi National Open University

Bachelor of Arts- Psychology Honors (Pursuing)

Avodha Edutech India Limited

Diploma in UI & UX Designing

National Institute of Open Schooling

Year of passing- 2019 HSS

- English
- Hindi
- Political Science
- Home Science
- Business Studies
- Data Entry Operations

SNDPHSS Udayamperoor

Year of passing - 2017 SSLC

LANGUAGES KNOWN

To Read and Write : English, Hindi, Malayalam

To Speak : Malayalam and English

INTERESTS AND HOBBIES

I am interested in Listening Music
I am interested in Photography.
I also enjoy drawing.