



AKHILA P

+971-543-425473 akhilaputhalath60@gmail.com <http://www.linkedin.com/in/akhila-puthalath-4a5400160> Al nahda, sharjah

EDUCATION

- MBA, LOGISTICS & HR**
RVS IMSR, 04/2020
- BBA, COMPUTER APPLICATION**
RVS COLLEGE OF ARTS & SCIENCE,
04/2018
- HIGHER SECONDARY**
KENDRIYA VIDYALAYA KELTRON NAGAR,
03/2015

SKILLS

- Administrative Support
- HR Operations
- Logistics Coordination
- Documentation Management
- Team Collaboration
- Problem-Solving
- Data Management
- Record Keeping
- Communication Skills
- Time Management
- Process Optimization
- Client Relations
- Regulatory Compliance

AWARDS

- Best Employee Award, 10/23/23, Brillianz Education

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

PROFILE SUMMARY

A highly organized and detail-oriented professional with expertise in administration, HR, and logistics. Skilled in managing operations, coordinating teams, and maintaining accurate records to ensure seamless workflow. Known for strong problem-solving abilities, excellent communication, and a commitment to delivering results with efficiency and professionalism. Adaptable and resourceful, eager to contribute to organizational success in dynamic environments.

WORK EXPERIENCE

ADMIN HEAD

BRILLIANZ EDUCATION, KARAMA, DUBAI, UAE

(01/2022 - 01/2025)

- Orchestrated seamless execution of academic and extracurricular events, ensuring efficiency and student engagement.
- Prepared and delivered comprehensive reports, presentations, and critical documentation.
- Managed student record storage with utmost accuracy and ensured compliance with institutional standards.
- Handled sensitive and confidential information with professionalism, maintaining discretion at all levels.
- Designed and maintained advanced spreadsheets to streamline administrative processes and improve data tracking.
- Verify invoices and bills for accuracy, compliance, and prompt resolution of discrepancies.
- Recruit and train staff to enhance performance and ensure operational efficiency.
- Manage inventory by monitoring stock levels and minimizing wastage effectively.
- Plan and execute events with proper coordination, budgeting, and logistics.
- Track expenses, authenticate bills, and maintain accurate and systematic records.

LECTURER

LEADERS COLLEGE, KANNUR, KERALA, INDIA

(06/2020 - 11/2021)

- Developed dynamic lesson plans and engaging course materials tailored to diverse learning needs.
- Evaluated student performance through exams, essays, and projects to ensure academic growth.
- Participated in curriculum development and faculty meetings to enhance educational quality.
- Provided constructive feedback and mentoring to support student academic and personal development.
- Collaborated with colleagues to innovate teaching methodologies and optimize learning outcomes.

PASSPORT DETAILS

- Passport No : Y9542852
- Date of Issue : 31/10/2023
- Date of Expiry : 31/10/2033

PERSONAL DETAILS

- Date of Birth: 13/03/1998
- Nationality: Indian
- Gender; Female
- Marital Status: Married
- Visa Status: Employment Visa

ASSOCIATE - CLIENT DELIVERY OPERATIONS

FACE, COIMBATORE, INDIA

(01/2020 - 03/2020)

- Directed operational activities and coordinated staff requirements to meet organizational objectives.
- Monitored and evaluated team performance, implementing improvement strategies where necessary.
- Scheduled and optimized staff activities to align with operational demands and deadlines.
- Managed client concerns with prompt resolutions and escalated critical issues as required.
- Streamlined travel arrangements and logistical coordination for staff, enhancing operational efficiency.

INTERNSHIP

INTERN - DOCUMENTATION SECTION

GLO SHIPPING AND LOGISTICS

- Prepared and maintained accurate and detailed shipping and logistics documentation to ensure compliance with industry standards.
- Reviewed and verified import/export documentation to minimize errors and enhance operational efficiency.
- Coordinated with cross-functional teams to streamline the documentation process and meet client deadlines.
- Ensured adherence to regulatory requirements and maintained confidentiality of sensitive shipping data.
- Assisted in tracking and updating shipment records to provide real-time insights to stake holders.

