

AKHIL SCARIA

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PROFESSIONAL SUMMARY

- Proficient in software programming, computer networking, and MS Office applications.
- Having experience in data entry and clerical works.
- Knows English, Hindi, Malayalam, and Tamil.
- From Port Blair, Andaman & Nicobar Islands.

WORK EXPERIENCE

Manager - RADIX

Port Blair, Andaman & Nicobar Islands

February 2022 – March 2023

- Participated tenders in various online procurement portals like GeM.
- Maintaining inventory and physical filing systems.
- Keeping track of stocking, requisitions, and shipment.
- Optimize organizational systems for payment collections, bill settlement, deposits and recordkeeping.
- Managing client requirements & queries via email / phone.

Data Entry Operator - ANIIDCO Ltd.

Port Blair, Andaman & Nicobar Islands

June 2019 – January 2022

- Performed data entry works for Tourism division with accuracy and efficiency.
- Processing bills of the vendors.
- Creation of online and offline tenders.
- Keeping record of essential organizational information.
- Managing documents by organizing forms, preparing correspondence, and creating reports.

SKILLS

- Software Programming (C, C++, JAVA)
- HTML, CSS, JavaScript, SQL.
- Windows operating systems, networking, and troubleshooting.
- M.S. Office applications.
- Verbal & written communication.

EDUCATION

- **2017**
B.Sc. in Information Technology
VELS University, Chennai
- **2014**
High School
Govt. Model Senior Secondary School, Port Blair.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil