



ABHI MADATHIL

OBJECTIVES

A motivated administrative and marketing professional seeking a position in a challenging environment. Over 5 years experience successfully providing administrative and sales support to the organization. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done.

EXPERIENCE

DEBT RECOVERY AGENT IN HDFC BANK

Krishanakumar and Associates (2019 - 2022)

- Loan Follow Up with debtors
- Debt Recovery Management
- Monitoring and analyzing the debtors account
- Collection and remittance of cash
- Generate invoices for customers
- Interpreting debt-related data to the customers after examining relevant documents

OFFICE ASSISTANT

Forty Plus Trading LLP (2017 – 2019)

- Support for optimizing office organization and processes
- Timely sorting and distribution of communications
- Planning and scheduling meetings and appointments
- Perform day to day financial transaction
- Preparing invoices
- Inventory Management.
- Issuing delivery orders to customers after examining relevant documents

LANGUAGES:

- English, Hindi, Malayalam, Tamil



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Dubai - U A E



Passport No: M8017786
Visa Status: Visit Visa
Visa Expiry: 25-01-2023

SKILLS

- Excellent IT Skills
- Excellent administrative and Communication skills
- System administration and Networking
- Flexibility and willingness to learn
- Data Entry and Cash Management skills

EDUCATION

❖ Secondary School

T H S Manjeri (2008-2011)

❖ Higher Secondary

ST. Antonys HSS Puthenthurai (2011-2013)

❖ Bachelor Of Commerce

University of madras (2013-2016)

PERSONEL INFO.

- Nationality: Indian
- Date of Birth: 31/5/1995