

Thomas Ben Cyriac

Profile

Adaptable and detail-oriented professional with strong organizational skills. Proven ability to communicate effectively, collaborate with diverse teams and manage multiple priorities in dynamic environments. Focused on delivering high quality outcomes through initiatives aligned with organisational goals.

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India

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Employment History

Project Coordinator at ABC gel Puthupaddy , Kozhikode

September 2016 — Present

- Supervised teams and contractors for efficient operations.
- Tracked performance metrics to ensure quality and satisfaction.
- Planned and executed resort landscaping, including planting of shade trees and curated garden layouts.
- Resolved construction challenges, minimizing delays.
- Actively involved in marketing initiatives including promotions, customer engagement, and branding efforts.
- Oversaw the care and upkeep of plants, trees within the resort, contributing to a sustainable and welcoming environment.
- Provided front-line customer service, handling guest inquiries and ensuring high satisfaction levels.
- Supported day-to-day administrative tasks and coordinated communication among team members.

Skills

Proficient in Microsoft Office
Quick Learner
Multitasking
Interpersonal Communication
Problem Solving
Online Marketing

Languages

Malayalam
English

Education

Calicut University at Kozhikode

Bachelor of Business Administration in Marketing Management
March 2021 — March 2024

Projects and Hands-on Experience

- Developed a biodiversity-friendly resort landscape featuring an artificial lake.
- Led the design and execution of multiple outdoor projects.
- Restored motorcycles and ATVs: full engine rebuilds, painting, electrical systems.
- Refurbished several cars to factory specifications or custom finishes.

