



# ABIN THANKACHAN

OFFICE ADMINISTRATOR

## ABOUT ME

Experienced professional with strong leadership qualities who can handle a variety of situations by applying logic and critical thinking. Well-versed in motivating, mentoring and developing employees of all levels to ensure team success. Able to seamlessly manage inventory levels and optimise visual presentation.

## WORK EXPERIENCE

October 2022 - June 2024

### OFFICE ADMINISTRATOR

*Company Name - Kunnathu Industries*

*Established in 1972, Kunnathu Industries is a textile manufacturing company specialised in ladies garments. It has about 25 employees and distribute it's products over 150+ textile shops in Kerala.*

- Analysed financial data, including budgets, income statements, and cash flow statements, to provide insights and recommendations.
- Directed and motivated a team of 25 staff members resulting in increased productivity.
- Scheduled appointments and meetings with clients.
- Maintained employee records and ensured compliance with company policies.
- Assisted general manager in budget planning and forecasting.
- Reviewed and processed invoices, sales tax, and purchase orders with a focus on maintaining data accuracy.

December 2021- October 2022

### TUTOR

*Company Name - Focus Edumatics*

*Focus Edumatics is an Ed-Tech company offering strategic technological solutions in the fields of education and software development.*

- Keen collaborator, proficient at working closely with diverse teams.
- Supportive team member
- Evaluated teaching materials and method for each student, making alterations on an individual basis to meet student needs, allowing 100% of students to feel engaged in studying.
- Implemented positive reinforcement strategies that maximized learning potential, helping 62 students to overcome low self-efficacy.

## EDUCATION

**Master of Commerce, Finance and Taxation**

**2019-2021**

Newman college, Mahatma Gandhi University

**Bachelor of Commerce, Computer Application**

**2016-2019**

Santhigiri college. Mahatma Gandhi University

**Higher Secondary Education**

**2015-2016**

SAHSS, Kalluorkad, kerala

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📍 Abu Dhabi, United Arab Emirates

Passport No : Y1902102

Visa status : Visit Visa

Nationality : India

## ACHIEVEMENTS

- Possess certification in TALLY Software.
- Completed one month internship program at MATSPIN Pvt. Ltd at Coimbatore.
- Served in NATIONAL SERVICE SCHEME during 2014-2016.
- Attended seminars at university level.

## SKILLS

- Familiar with accounting in Tally Software; purchase, sales etc...
- Knowledge of Microsoft Office package tools such as Excel, Word, Powerpoint etc
- Risk Analysis & Management
- Data Analysis & Management
- Competent in editing image, video and audio.

## STRENGTHS

- Analytical skills
- Leadership skills
- Problem solving
- Teamwork
- Creative thinker

## LANGUAGE

- English
- Malayalam
- Tamil
- Hindi