



# Nikhil Thankappan

## Project Administration and Operations in Facilities Management

Hardworking and versatile Administrative Assistant with proven organisational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities.

### Work experience

**Project Administration and Operations in Facilities Management** — [EFS Facilities Services](#)  
Bahrain W.L.L  
Since March 2018

**Personal Assistant to Chairman** — [Sneham Charitable Trust](#) Palakkad, Kerala  
From January 2014 to December 2017

### Projects

**FM operations - Metlife American insurance company**  
Duration : 2021 - Ongoing  
**FM operations - Amazon Web Services**  
Duration : 2019 - Ongoing  
**FM operations - Credit Suisse Bank Bahrain**  
Duration : 2018 - 2021  
**FM operations - Burberry Shop**  
Duration : 2018 - 2019  
**FM operations - Citibank Headquarters Bahrain**  
Duration : 2018 - Ongoing

### Education

**BBA** — [Jain \(Deemed-to-be University\)](#) Bengaluru  
Since February 2022  
Specialization - Engineering and Project Management

**Mechanical Engineering Diploma** — [Rajeev Gandhi University](#) Kerala, India  
From June 2010 to March 2013

**Plus Two** — [GHHS Pazhayannur](#) Kerala, India  
From June 2008 to March 2010  
Group: Biology Science

**SSLC** — [MMHS Panthalampadam](#) Kerala, India  
From June 2007 to March 2008

### Skills

- Maintain internal systems and work flow
- Production of monthly reports identifying performance against agreed targets and budgets.
- FM Helpdesk management, monitoring and responding to job requests
- Support the Facilities department in delivering a consistent and efficient service
- Liaise with third party supplier, monitoring performance against KPI

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- Date of birth 21/07/1991
- Indian
- +97336897755
- Single

### Apps and Software skills

- REALM
- ARCHIBUS
- JDE EDWARDS
- FMPRO
- ORACLE HR CONNECT
- SmartView
- MS Office

### Languages

- English
- Malayalam
- Hindi
- Tamil