

AMAL THOMAS

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ABOUT ME

An experienced and research driven individual with proven track record of improving efficiency of business operations and streamlining workflow, I am passionate about business development of small and medium enterprises with largely focusing on creatively finding solution to business problems. I passionately follow recent developments in economics, technology and business.

Looking forward to taking up more challenging roles and responsibilities and to contribute positively to the goals and objectives of the organization.

SKILLS

- Resourceful
- Problem Solving
- Communication
- Marketing
- Business research
- Team Player

HOBBIES

- Football
- Cycling
- Traveling
- Reading

EXPERIENCE

OFFICE ADMINISTRATOR

AL ABDULAZIZ CONSTRUCTION REAL ESTATE & DOCUMENTS CLEARANCE

ARAD, KINGDOM OF BAHRAIN (27/11/2018 – present)

- Managing, organizing and controlling day to day activities of the organization.
- Streamlining and improving business operations.
- Recording Income & Expenditure.
- Preparation of reports and measuring organization performance.
- Human Resource Management.
- Business Development & Research.

CUSTOMER DELIGHT EXECUTIVE

DOCSAPP(PHASORZ TECHNOLOGIES PVT LTD)

BANGALORE, INDIA(01/08/2018 – 25/11/2018)

- Ensuring and focusing on exemplary customer service delivery.
- Ensuring compliance with quality standards and SLA parameters.
- Real Time Customer Service Management.
- Improving operations.

DIGITAL RELATIONSHIP MANAGER

INTELENET GLOBAL

BANGALORE, INDIA(06/02/2018 -30/07/2018)

SALES CONSULTANT

RANDSTAD INDIA

BANGALORE,INDIA(01/06/2017- 01/02/2018)

EDUCATION

Bachelor of Commerce (Finance)

Kristu Jayanti College,

Bangalore, India (2014-2017)