



VARGHESE TEJAN THOMAS

Bin Ojan Building, Flat 106, Opposite to Etisalat Office
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ABOUT ME

I am a talented, ambitious, and hardworking individual, with broad skills and experience in Human Resources, Administration, and Operations. My experience has helped me to understand what is required to cope with dynamic situations. I am ready to learn and improve towards reaching higher roles and responsibilities in the future.

TECHNICAL SKILLS

- MS Word, Excel, PowerPoint & Outlook
- Tally ERP 9
- SPSS & Tableau
- Adobe Photoshop CC

CERTIFICATIONS & LEARNINGS

- HR Management and Analytics
- Digital Marketing Strategies
- Financial Risk Analysis
- Logistics, Fleet, Inventory and Warehouse Management
- Blockchain Technology and Management

PERSONAL DETAILS

- Date of Birth - 07 December 1995
- Marital Status - Single
- Nationality - Malaysian
- Passport No - A55109871
- Visa Status - Visit Visa
- Languages - English, Hindi, Tamil & Malayalam

WORK EXPERIENCE (2+ Years)

Administrative Coordinator - HR and Operations

Wynad Exports, India

March 2020 to October 2021

Responsible for all day-to-day activities of employees in the production unit. Main duties involved work scheduling and allocation, recruitment, payroll and record management, store audit and supervision, logistics coordination, and documentation.

Junior Associate - International Sales

Mac World Industries Sdn Bhd, Malaysia

October 2019 to February 2020

Managed client and inquiries, market research for prospective buyers and suppliers, and pricing and costing of products.

Administrative Assistant

Wynad Exports, India

January 2019 to October 2019

Accountable to make sure all production and employee activities were executed as per plans.

EDUCATIONAL BACKGROUND

Master of Business Administration

Specialization - HR and Marketing

T John College, Bangalore University, India

2017 - 2019

Bachelor of Business Administration

St. Thomas College, MG University, India

2014 - 2017