



AMALNATH AJI

PROFILE

I am an experienced professional with a strong background in Office Administration and Inventory Management, with over 6 years in administration and 4 years in inventory control. I possess a comprehensive skill set in stock management, process optimization, and organizational efficiency. Dedicated and proactive, I consistently strive to deliver outstanding results that drive growth and improve operational performance.

CONTACT

📞 +91 7306189498

✉️ nathzamal8@gmail.com

📍 Kandamkulathu,Naranganam Pathanamthitta,Kerala

EDUCATION

2010 - 2012

PLUS TWO CBSC SYLLABUS

- S.N Public School
Konni, Pathanamthitta

2013 - 2016

M.G UNIVERSITY

- Bachelor of Commerce
- Tally.ERP9 & PRIME
- Graphic Designing

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

WORK EXPERIENCE

- **Administration Manager** 2018 - 2021
Authorized Service Center Manager
 - Oversaw service center administration, customer service, inventory control, technician coordination, and reporting at authorized service centers for internationally and nationally recognized electronics brands, including **Xiaomi, Asus, Huawei, Nokia, Lava, Gionee, and iBall**.
 - Ensured efficient service delivery and compliance with brand standards across all operational areas.
 - Demonstrated strong leadership and organizational skills in a multi-brand environment.
- **Inventory Manager** 2021 - 2023
Textiles and Building Supplies
 - Monitored stock levels, tracked incoming/outgoing materials, and ensured timely replenishment.
- **Social Media Manager** 2023 - 2025
Instagram & YouTube profile manager
 - Managed and grew brand presence on **Instagram and YouTube** by creating, curating, and scheduling engaging content. Handled audience interaction, optimized post performance through analytics
 - Implemented strategies to increase followers, views, and engagement. Ensured consistent branding and aligned content with audience interests and platform trends.
- **Graphic Designer & Video Editor** 2023 - 2025
Freelance Video Editor and Graphic Designer
 - Specialized in creating promotional videos, social media content, branding materials, and visual storytelling. Proficient in tools like **Adobe Premiere Pro, After Effects, Photoshop, and Illustrator**, delivering high-quality, on-brand visuals tailored to client needs and project goals.

HOBBIES

- Drawing • 3D Modeling • Videography • Photography • Crafting