



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.

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

CONTACT

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📍 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