*Personal History*

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| --- | --- | --- |
| Name |  | Abraham Mathew Chandi |
| Date of birth |  | 15-05-1960 |
| Gender |  | Male |
| Father’s Name |  | Late Shri K.C. Mathew |
| Marital status |  | Married |
| Address |  | C/3 Sharon Apartment  Christian Colony, Behrampura  Ahmedabad 380 022. Gujarat. India |
| Contact Numbers |  | Office : +91 79 66066222  Resi. : +91 94285 98931  Mobile: +91 98240 73201  Email : [abraham](mailto:abraham).chandi@gmail.com |
| Languages known |  | English, Hindi, Gujarat & Malayalam. |

### Education

|  |  |  |
| --- | --- | --- |
| **Name of the Institution/University** | **Period of Study** | **Title of Degree/Diploma** |
| Kerala University | 1988-1990 | BA (Economics) |
| Institute of Health Care Administration, Chennai | 1990-1991 | DBA  (Diploma in Business Administration) |
| British Institute, Mumbai | 1992-1994 | DOM  (Diploma in Office Management) |

# Curriculum Vitae

***Experience More than 30 Years***

**Present Employment**

Working for Gujarat Tea Processors & Packers Ltd, Ahmedabad, famously known as Wagh Bakri, in the capacity of Executive Assistant, reporting to Chairman & MD.

**From June 1999 to April 2000**

Worked for Jayvin Investments Limited, Blantyre, Malawi, Central Africa, a diversified Group – ISP provider, Infusion manufacturing, Bore-well drilling and construction Companies, as Executive Assistant to CMD.

**From September 1992 to March 1999**

Worked for Standard Tea Processing Co. Ltd (Wagh Bakri Tea), Ahmedabad in the capacity of Executive Secretary.

**From August 1990 to September 1992**

Worked for The DMCC Ltd, Amreli, Gujarat.

**February 1984 to August 1987**

Worked for Gujarat Heavy Chemicals Ltd, Veraval, a giant Soda Ash Plant, as an Assistant.

**March 1982 to January 1984**

Worked as Assistant/Clerk for DeepJyot Metals, Rajkot.

Thorough knowledge and exposure in almost all computer packages including MS office – Word, Excel, Power Point. Hands on experience and much familiar with Internet/email and most modern office equipment. Also very good at self-correspondence, rich experience in Office Administration, Personnel Matters – screening application to recruitment and record maintenance, Travel arrangements, organising meeting, preparation of minutes, inter-departmental liaison, etc.

Plus a self-starter, motivator and a hard-worker.

Besides having been worked for various organisations of national/international repute and substantial experience in administrating almost all commercial activities, by which I could use a great facility to accomplish wider and more varied duties which involves great sense of responsibility, flexibility and a significant personal element.

Present Package : Rs.760000 per annum (CTC)

Reference : Excellent reference can be given

***A. Chandi***