

# ABDULLA A M

Administration | Process Coordination | Document Management

## CAREER OBJECTIVE

Detail-oriented Administrative and Operations Professional with 3+ years of experience streamlining office management, business operations, and event coordination. Proficient in leveraging Microsoft Office, Google Workspace, and CRM tools to enhance document control, data management, and workflow efficiency. Demonstrated success in vendor negotiations, client relations, and process improvement. Seeking to apply expertise in administration and operational support to drive organizational efficiency.

## PROFESSIONAL EXPERIENCE

### Meraki Event Hub-India

Sep 2024 - Aug 2025

Administrative & Event Coordinator

- Financial Documentation: Prepared and managed event-related financial documents, including customized quotations, invoices, and vouchers, ensuring accuracy and timely client delivery.
- Record Keeping & Documentation: Developed and maintained an organized system for document storage and retrieval, managing all contracts, client records, and financial paperwork.
- Vendor & Client Coordination: Acted as the primary liaison with vendors and clients, handling negotiations, scheduling, and all related correspondence.
- End-to-End Event Logistics: Coordinated all event logistics, from initial planning and venue booking to day-of execution, ensuring seamless operations.
- Process Improvement: Created post-event reports to analyze financial and operational success, leading to improved quoting accuracy and resource allocation.

### Arjun Travels & Tours Holidays Pvt Ltd-India

Jan 2023 - Apr 2024

Office Admin – Documentation

- Managed and organized travel and client documentation, ensuring accuracy and timely processing.
- Supported daily office operations, including scheduling, correspondence, and record maintenance.
- Maintained digital and physical filing systems to streamline data management and retrieval.
- Coordinated with clients, vendors, and internal departments for smooth workflow execution.
- Prepared administrative reports and assisted in process documentation and compliance tasks.

### BNI Thrissur-India

Aug 2021 - Dec 2022

Administrative Executive

- Coordinated end-to-end logistics for over 20 business networking events, managing venue booking, vendor contracts, and participant schedules.
- Developed and maintained a centralized digital database for member records and business activities, improving data retrieval efficiency by 25%.
- Managed the full-cycle onboarding process for new members, from application processing to database entry, supporting a 10% membership growth.
- Streamlined document management and filing systems, ensuring 100% accuracy in member documentation and compliance reporting.
- Tracked membership payments and financial records, implementing a follow-up system that reduced outstanding payments by 20%.

## CONTACT



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## EDUCATION



**Bharathiar University**

Bachelors Of Commerce

2023

## LANGUAGES

- English (Fluent)
- Malayalam (Native)
- Tamil (Proficient)

## CORE SKILLS

- Office Management & Administration
- Event Planning & Coordination
- Vendor & Stakeholder Management
- Client Relations & Customer Service
- Records Management & Compliance
- Team Coordination & Leadership
- Process Improvement & Workflow Optimization
- Inventory Management
- Multitasking & Time Management
- Problem Solving & Critical Thinking
- Executive Support & Scheduling
- Business Communication & Reporting

## TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Gmail, Drive)
- Tally & QuickBooks
- SharePoint & Document Management Systems
- CRM Tools (Salesforce, Zoho)
- Data Management & Reporting
- Digital Marketing (SEO, Google Ads, Social Media Marketing)
- Collaboration Tools (Slack, Teams, Zoom)