

# ABHIJITH JOHNY

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Kottayam, Kerala



## Summary

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Seasoned Administration Executive with nearly 13 years of comprehensive experience in office administration, team leadership, PRO activities, and document control. Proven ability to manage end-to-end administrative operations, and centralized document management systems. Experienced in leading and mentoring teams, coordinating with internal departments and external authorities, and ensuring compliance with organizational and regulatory requirements. Known for strong organizational skills, attention to detail, problem-solving ability, and a proactive approach to improving administrative efficiency and workplace operations.

## Key Skills

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- Office & Administrative Operations Management
- Document Control & Records Management
- Team Leadership & Staff Coordination
- Payroll, Attendance & HR Administration
- Vendor Management & Procurement
- Customer & Stakeholder Handling
- Compliance, Accuracy & Process Improvement
- MS Excel, Word & PowerPoint
- PRO & External Authority Liaison

## Professional Experience

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### **Petrorub Polymers Pvt Ltd (Operating under Ceyenar Chemicals Pvt Ltd)**

#### **Administration Executive**

Kerala (2024-present)

- Handling day-to-day administrative and office operations
- Maintaining employee attendance records and administrative data
- Supporting finance and HR teams with documentation and coordination
- Managing office records, files, and systematic document storage
- Coordinating with internal departments for smooth workflow
- Ensuring accuracy, confidentiality, and easy retrieval of documents
- Maintaining and updating all documents and records in an organized and systematic manner
- Ensuring proper filing, indexing, and storage of documents for easy traceability and retrieval
- Reviewing and verifying documents for accuracy, completeness, and compliance before filing
- Coordinating with various departments to collect, compile, and update required documentation
- Creating and following document control procedures to ensure efficient and effective document management

### **Sidan Enterprises – Amazon Transport Office**

#### **Team Leader**

Kerala (2020-2024)

- Managed daily team operations and workforce scheduling
- Motivated team members to achieve organizational targets
- Delegated tasks and monitored performance timelines
- Conducted training programs to improve productivity and skills
- Performed quarterly performance evaluations
- Created a positive and disciplined work environment management

## **Jansevana Medilab**

### **Public Relations Officer (PRO)**

Kerala (2018-2020)

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- Planned and executed publicity and promotional campaigns
- Handled public enquiries and client communication
- Presented products to doctors and healthcare professionals
- Organized and attended medical conferences and events
- Promoted new product launches and special offers

## **Anugraha Food Products**

### **Administration Executive**

Kerala (2016-2018)

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- Maintained attendance and ensured employee punctuality
- Processed payroll, bonus, leave encashment, and settlements
- Maintained HR records related to compensation and insurance
- Monitored weekly purchase reports and avoided duplication
- Assisted customers and resolved complaints efficiently

## **New Bharath Aluminium Company**

### **Administration Executive**

Kerala (2015-2016)

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- Ensured staff punctuality and attendance discipline
- Managed office purchases and vendor coordination
- Processed inward and outward couriers and official mails
- Handled purchase and sales order processing
- Coordinated transportation arrangements for customers

## **Spartans Communications**

### **Field Sales Executive**

Kerala (2013-2015)

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- Identified new sales opportunities and client prospects
- Generated revenue using company contact databases
- Maintained strong relationships with key clients
- Tracked sales funnel and submitted monthly reports

## **Maytas Construction Company**

### **Safety Officer**

Tamil Nadu (2007-2008)

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- Conducted regular site safety inspections and audits
- Identified hazards and reported safety concerns to management
- Prepared monthly safety briefings for senior staff
- Investigated workplace incidents and accidents
- Implemented Site Safety and Health Plans (SSHP)

## **Education**

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- **MBA (Finance)** – Bharathiyar University (2017)
- **BA English Literature** – Mahatma Gandhi University (2011)
- **Fire & Safety** – Sikkim Manipal University (2007)

## **Technical Skills**

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- **MS Excel, MS Word, PowerPoint**
- **Odoo ERP**
- **Tally Prime**
- **Data entry, reporting, and document management**

## **Languages Known**

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- **English**
- **Malayalam**
- **Tamil**