

# Abiel Varghese Chacko

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## Professional Summary

Detail-oriented and adaptable business graduate with experience in administrative support, data handling, and team coordination through academic and internship roles. Strong communication skills and attention to detail, with the ability to follow guidelines and analyze information effectively. Eager to contribute to content-focused roles that require critical thinking, responsibility, and digital awareness in fast-paced environments.

## Education

- Bachelor's Degree in International Business Management  
Queen Margaret University (at Jain Centre for Global Studies, Validated Centre), Kochi
- SQA Qualifications - Level 7 & Level 8  
Scottish Qualifications Authority, Completed at Jain Centre for Global Studies, Kochi

## Skills

- Microsoft Excel
- Microsoft PowerPoint & Word
- Communication & Team Collaboration
- Event Coordination & Presentation
- Customer Interaction & Service
- Problem Solving & Process Understanding

## Work Experience

Intern - Cochin Chamber of Commerce and Industry, Kochi June 2023 - August 2023

- Assisted in compiling and analyzing trade data for internal reports.
- Gained exposure to business and trade-related data analysis methods
- Supported administrative tasks, including scheduling interviews and coordinating with candidates.

## **Leadership & Project Experience**

- **Tour Leader - College Educational Trip**  
Coordinated logistics, planning, and team communication to ensure smooth execution of the student tour.
- **Coordinator - Future Summit of Kerala 2025**  
Managed program schedules and coordinated with respected dignitaries, speakers, and organizing teams for a 7-day business event.
- **Academic Projects & Presentations**  
Conducted research, delivered presentations, and completed assignments across marketing, management, and business-related topics.