

ARUN T

(THE ALL-ROUNDER)

ADDRESS : THAIPARAMBIL HOUSE,
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OBJECTIVES

To be part of a progressive organization and become a successful professional that give scope to enhance my knowledge, skill, confidence and to achieve the goals while being resourceful, innovation with the combination of honesty, sincerity and hard work. Moreover I can put my knowledge, ability, talent and enthusiasm for the growth of your organization and expand my potential to the maximum to move along with a team destined for success and happiness..

EXPERIENCE

1.IDFC FIRST BHARAT BANK

-Worked as Individual Relationship officer (09/01/2023 – 30/05/2023)

Experience:

- Excellent communication with consumers..
- Expert in convincing customers.
- Collection works.
- Paper works
- Project assigning.

2.ASHIRVAD MICROFINANCE

-Worked as office staff

Experience:

- Excellent paperworks.
- Customer management
- Coordinate the overall works, putting co-mates in their comfort zones.
- Completion of Lab Records at regular intervals.

3.CYBER SOLUTIONS

Worked as office staff

Experience:

- Excellent data entry skill
- MS office
- Adobe Photoshop
- High Typewriting skills etc

4.BIG FAT MOMOS

Worked as Café Manager

Experience:

- Coordinate overall activities of the café including billing.
- Customer satisfying performance.
- Customers buy more products due to affectionate behavior.
- Bonding between customer and manager was perfect leading to satisfaction as well as growth of the establishment.

5.AEC THEATRE ALAPPUZHA

Worked as Multitasker

Experience:

- Coordinate overall activities of the café including billing.
- Customer management .
- Reservation charts managing.
- Ticket checking.
- Checking for piracy activities from customers.
- Worked for the growth of the organization.

PERSONAL PROFILE

Date of birth : 2nd December1997
Nationality : Indian
Religion : Christian, Latin Catholic
Marital status : Single
Father's Name : Boban
Mobile no. : +91 6282705062
Language : English, Tamil & Malayalam

BASIC ACADEMIC DETAILS

Qualification	Board/University	Passed Year	Credits
Msc Zoology	KERALA UNIVERSITY (SD COLLEGE ALAPPUZHA)	Passed with 1 st Class	69.71%
B.Sc ZOOLOGY	KERALA UNIVERSITY (ST MICHAELS COLLEGE , ALAPPUZHA)	Passed with 1 st Class	79.34%
PLUS TWO	KERALA STATE BOARD OF PUBLIC EXAMINATIONS (LEO XIII HSS ALAPPUZHA)	2015	80%
SSLC	KERALA BOARD OF PUBLIC EXAMINATIONS (LEO XIII HSS , ALAPPUZHA)	2013	86%

EXPERTISE

- CUSTOMER MANAGEMENT
- MULTITASKING IN ALL FIELDS.
- SKILLED IN PAPER WORKS.
- EXCELLENT IN COMPUTER WORKS INCLUDING DATA ENTRY,
- COOL AND CALM DEALINGS WITH CUSTOMERS.
- HONESTY , INTEGRITY, CREDIBILITY IS IN HIGHER TRACES.
- GOOD AT MAINTAINING A PEACEFUL ENVIRONMENT AMONG STAFFS.
- CREATE AN ATMOSPHERE AMONG STAFFS TO WORK IN THEIR COMFORT ZONE.
- HIGHLY RESPONSIBLE AND EASILY ADAPTING TO CURRENT SITUATION.
- HIGHLY PASSIONATE IN DOING ANY JOB.
- WORKS SINCERELY , AN ASSET TO THE WORKING ORGANISATION.
- GOOD AT MANAGING RECEPTION OF ANY INSTITUTION.

ACHIEVEMENTS

Become more Resourceful in the field of MULTITASKING.

JOB REQUEST

Willing to do any job with full utilization of my potential.

EXPECTATION

Expecting a salary from 16,000 TO 22,000 (SALARY RANGE)

PERSONAL ATTRIBUTES

- ❖ Good communication skills and a teamplayer.
- ❖ Good at working under pressure.
- ❖ Hardworking and Honest.
- ❖ Interested in learning new skills and experiment in innovative ideas.
- ❖ Leadership and problem solving skills.
- ❖ Good presentation and listening skills.

DECLARATION

I do here by declare that the above information is true to the best of my knowledge.

Place:Alappuzha

ARUN T

Date :