

Curriculum Vitae

ARUN.C

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-Career objective -

To seek a challenging environment that encourages learning and creativity, providing exposure to new ideas, stimulating personal and Organization growth. Technical expertise and innovative potential, by means of working in a team synergy with brilliant minds of similar vision, towards the purpose of making significant contributions to the growth of the industry. Seeking a dynamic & challenging career.

-Personal Summary-

Possess excellent communication and interpersonal skills, will like to take up any challenging job and complete the job with full zeal and lingering spirit of honesty and dedication.

EDUCATIONAL QUALIFICATION

Level	Institution /Organization	Year/Percentage
Xth	Evershine High School	2013 - 53%
PUC	Rashmi International College	2015 - 66%
Graduation BBA	St George College	2018 - 78%
Associate in Servicing	AXA Business Service PVT LTD	2019

ADDITIONAL QUALIFICATION

COMPUTER SKILLS

- **Operating Systems:** Windows 9x, XP, Windows Vista, Windows 7 & Windows 10
- **Package:** MS Office,

JOB RESPONSIBILITY

Date of joining 02 Jan 2019 to till date

Associate in Servicing

- **Regulations 60**
- Preparing Disclosure
- Collecting Client information
- Quality Analysis
- Handling Mailbox
- Daily Ordering Reports
- Verifying Reports
- Quality Check Reports
- Handling Request From Various Dept.

LINGUISTIC SKILLS

- English, Hindi, Telugu, Kannada, Tamil and Malayalam.

Strengths:

- Good knowledge Computer Fundamentals.
- Having Excellent Interpersonal, Communication Skills.
- Strong commitment. □ Can work Under Pressure.
- Take Up Responsibilities.
- Smart-Working, Sincerity, Honesty.
- Co-ordination with superiors.
- Time Management.

PERSONAL DATA

Mother Name : Prema.c

Father Name : Chandra.m

**Address : #259/1 kk Halli Hennur Main Road, Opp Ranger Garments, St
Thomas Town Post, Bangalore 560084**

Hobbies : Listening Music, Drawing, playing games, travelling .

Date of birth : 11/12/1996

Nationality : Indian

Religion : Hindu

DECLARATION:

I hereby declare that the details mentioned above are true to the best of my knowledge. I am looking for a better opportunity.

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