



ARUN PRAKASH

ADMINISTRATOR



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Mauraqqabat दौरا Dubai



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Office administrator/Assistance with 10 years of experience

AREAS OF EXPERTISE

- Leverage strong multitasking skills to manage customer service, data entry, invoicing, inventory control
- Skillfully manage wide-range of office and support tasks, including accounts payable / accounts receivable and payroll processing
- Demonstrated flexibility and superb work ethic in enthusiastically taking on special projects in addition to primary office administration responsibilities.

EDUCATIONAL HISTORY

MANGALORE UNIVERCITY

BCA -2010

GVHSS THAMARASSERY

COMMERCE PLUS TWO -2006

ST MARY'S HS KOODATHAYI

SSLC - 2004

SKILLS

- MS Office
- Problem solving
- Costumer Service
- Account Assistance
- HIS & FMS
- Billing

PERSSONAL DETAILS

- Date of Birth : 05-08-1988
- Gender : Male
- Nationality : Indian
- Language : English ,Malayalam,Hindi

CHARACTER REFERENCES

ANOOP ROY
SHALOM EDUCATIONAL TRUST
BANGALORE
+919745204030

LIJO CHERIYAN
SJM HOSPITA
KERALA
+919072798717

PROFESSIONAL HISTORY

ACADEMIC COUNSELOR

SHALOM EDUCATIONAL TRUST-INDIA

APRIL 2020- OCT 2021,JUNE 2016-FEC 2019

- conduct career guidance and counseling programs
- Handling office staff and accounts

PRO/IT

ST JOSEPH'S MISSION HOSPITAL -INDIA

APRIL 2019 - NOV 2019

- IT maintenance and support
- Billing & Registration
- Solving patients problems

CASHIER

AL AZAM GROUP OF COMPANY- BAHRAIN

JULY 2015-JUNE2016

IMPLEMENTATION ENGINEER

SOFTWARE ASSOCIATES - INDIA

JAN 2011- MAY 2015

- Logistic and hospital Information software
- Implementation and Support
- give training to staff