



## **CAREE OBJECTIVE**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people , which will help me to explore and develop myself fully and realize my potential

## **ACADEMIC PROFILE**

QUALIFICATION	INSTITUTION	PERCENTAGE/CLASS	YEAR
B.B.A	ANNAMALAI UNIVERSITY	PURSUING (WAITING FOR RESULT)	-
DIPLOMA IN COMPUTER HARDWARE ENGINEERING	GOVT.POLYTECHNIC COLLEGE ,ATTINGAL	FIRST CLASS	2019
PLUS TWO	SNVHSS ,NEDUNGANDA	85%	2015
SSLC	SSPBHSS,KADAKKAVOOR	83%	2013

## **PROFESSIONAL EXPERIENCE**

### **EXECUTIVE HR & ADMIN**

#### **BEST CORPORATION PRIVATE LIMITED, TIRUPPUR, TAMILNADU**

(September 2018- September 2019)

- Employees HR file preparation, PF enrollment, PF claiming & Payroll works
- Handled confidential employee information, i.e, Employee compensation, Employee performance issues and benefits data.
- Maintained Employees data in AXPRT software
- Managed Employee access cards and troubleshoot problem with card/system
- Co-ordinated monthly meetings
- Employee recruitment through phone calls and local area recruitment
- Supervised housekeeping within the company.
- Conducted well-fare programmes for employees

## **DATA VALIDATION ASSOCIATE**

**SPERIDIAN TECHNOLOGIES, TECHNOPARK, TRIVANDRUM**

(October 2019-till date)

- Health insurance for drafting and implimentation for various insurance companies across America
- Taking bookmarks from data base using SQL queries and implementing forms
- Check data flow in applications
- Manage application changes
- Load information into prescribed data bases

## **STRENGTHS**

- Adaptable to any circumstances
- Sincere and responsible
- Leadership qualities
- Active listener
- Problems solving ability

## **SKILLS**

- Good communication skills
- Working knowlwdge in using Axpert software
- Working knowledge in using Excel/Word/ Mail Communication
- Excellent Spelling and Grammar Skills

## **PERSONAL PROFILE**

Date of Birth	: 01/11/1997
Gender	: Male
Father's Name	: Unni.S
Martial status	: Unmarried
Nationality	: Indian
Religion	: Hindu
Caste	: Viswakarma
Blood Group	: O <sup>+VE</sup>

## **REFERENCES**

Will be provide upon request

## **DECLARATION**

I do by declare that the above particulars of information and facts states are true, correct and complete to the best of my knowledge and brief

Date : 05/08/2021

Arun.U

Place : Kadakkavoor