



Arunkumar Shanmughan

OBJECTIVE

[Self-motivated, Organized, personized professional looking to work with an esteemed organization that allows for use of my administrative, accounting, leadership and organizational skills to positively contribute to the organization]



AL MAHATTA, UAE, SHARJAH
(on 3 months Visiting Visa)

ADDRESS

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Linked-In

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EXPERIENCE

- [January 2015 – December 2017] [Accountant]
[Aqua Techsole Establishment, Perumbavoor , Kerala, India]
- [January 2018 – December 2019] [Project Coordinator]
[Aqua Techsole Establishment, Perumbavoor, Kerala, India]
- [January 2020– October 2021] [Operations Manager]
[Aqua Techsole Establishment, Perumbavoor, Kerala, India]

[Oversee the organizational activities of businesses, government agencies, non-profit groups, and other organizations. Develop, implement, coordinate and review operational policies and procedures. Assist HR with recruiting when necessary. Help promote a company culture that encourages top performance and high morale.]

EDUCATION

- [June 2015 – August 2017] **M.Com Marketing**
[Second Class] [Distance Education]
[Annamalai University, Directorate of Distance Education, Chidambaram, Tamilnadu]
- [June 2011 – May 2014] **B. Com Computer Application**
[First Class – 70 %] [Regular mode]
[Mar Elias College,Kottappady, Ernakulam] [M.G University, Kottayam, Kerala]
- [June 2009 – March 2011] **Plus Two Commerce**
[Distinctive – 80%] [Regular Mode]
[MGM Higher Secondary School, Ernakulam, Kerala]
- [March 2009] **SSLC**
[First Class – 75%]
[Asram Higher Secondary School, Perumbavoor, Kerala]

PERSONAL DETAILS

Father's Name : Shanmughan M.R
Mother's Name : Sreeja Shanmughan
Date of Birth : 21 December 1992
Marital Status : Single
Nationality : Indian
Hobbies : Cricket, Music,
Languages Known : English, Hindi,
Malayalam

PREVIOUS WORK RESPONSIBILITIES

- Develop, implement & maintain protocols including government related works.
- Maintain constant communication with management, staff, and vendors to ensure the smooth working of the company.
- Manage all accounting transactions and bookkeeping files, data analysing etc.
- Preparing, issuing and sending project quotations, billing ,invoices, reports etc
- Lead, motivate, and support a large team within a time-sensitive & demanding environment.
- Manage employees' salary, attendance, leaves, petty cash & general expenses etc.
- To provide a high-level of coordination for all administrative and financial initiatives and projects undertaken by the company.
- Manage timely data collection to update operations metrics to achieve productivity targets, reduce cost, eliminate errors & deliver excellent customer service.
- Handles all administrative tasks to keep the project running smoothly including ordering equipment and supplies, managing deadlines and workflow, scheduling meetings and appointments.
- Provide clerical and administrative support to HR executives.

PROJECTS DONE

- A Project completed as part of UG program titled as "Fulfillment of social responsibility at MENMA Food Industries"

SKILLS

- People management skills
- Organisational skills
- Motivational skills
- Leadership skills
- Teamwork skills
- Decision-making skills
- Communication skills
- Documentation and Control skills
- Coordination skills
- Self-management skills
- Analytical skills

TECHNICAL SKILLS

- M S Excel
- M S PowerPoint
- M S Office
- M S Word
- Tally

REFERENCE

REJI MATHAI

Managing Director

Aqua Techsole Establishment

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DECLARATION

I hereby declare that the above-mentioned details are true and correct in my knowledge.

Arunkumar Shanmughan