

## PROFESSIONAL OBJECTIVE

### **(OFFICE ADMINISTRATION (DATA CONTROLLER) & ACCOUNTS SECTION)**

Looking for a challenging role in a reputable organization to utilize my technical, database and Accounting Sections for the growth of the organization as well as to enhance my knowledge about new and emerging trends in **IT & Accounting sector**

## EXPERIENCE

### **TVS Motors Co. Ltd. India (December 2013 – January 2015)**

Website: [www.tvsMotors.com](http://www.tvsMotors.com)

**Description:** TVSMotors Company is also the second largest exporter in India with exports to over 60 countries. (TVSMotors) member of the TVS Group Is the largest company of the Group terms of size and turn over.

**Designation:** Data Controller in the department of (I.T)

(TVS Motor Co. Ltd in the post of (I.T))

### **Royal City Market Abu Dhabi (U.A.E) (February 2015 – September 2017)**

**Description:** ROYAL CITY MARKET is a leading Supermarket and Hypermarkets company in AbuDhabi.

**Designation:** Office Administrator (Data Controller) and Junior Accountant

(Royal City Market Co.Ltd in the post of Data controller and Accountant in the department of (I.T) and Accounts )

### **IISE (International Institute of Skill and Excellence) (BANGALORE) (January 2017– January 2018)**

**Description:** IISE (International Institute of Skill And Excellence)(Bangalore) is a largest skill development pvt Institution center in India

**Designation:** Data Controller in the Department of IT

(IISE Pvt. Ltd in the post of Data controller in the department of (I.T))

### **SILK GATE L.L.C (OMAN) (April 2018 – June 2020)**

**Description:** SILK GATE LLC is the one of the leading Commercial interior Specialist Company

**Designation:** Junior Accountant and Office Administrator (Data Controller)

## RESPONSIBILITIES& WORKEXPRIENCE

- Innovative sections of IT and creative skills, Able to think'out side of the box'
- Excellent computer skills In Accounts software's(ZOHO)
- Excellent proof reading, Editing, and copy writing skills
- Excellent analytical, quantitative, and problem- solving skills
- Detail oriented with exceptional organizational and planning styls



## Profile

**Name**  
ARUNRM

**Date of Birth**  
19/05/1992

**Currently lived**  
India  
Thrissur

**Phone:**  
9567777623

**Email**  
arunmuralidharnair  
@gmail.com

## EDUCATIONAL QUALIFICATIONS

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- BCA from BUNDELKHAND UNIVERSITY
- Computer Science Higher Secondary from Kerala State Board
- Professional Diploma in Web designing(KERALA RUTRONIX)
- Tally from (G-Tec) Institution

## TECHNICAL KNOWLEDGE & SKILLS

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- Office Automation(Excel, Word, Power Point, Outlook, Google Docs,)
- Pay roll Management and Inventory Management
- Diploma in digital imaging(DDI)
- Graphic designing(CS2, ADOBE PHOTOSHOP, EDIUS, ILLUSTRATOR)
- Through understanding of promotional advertising ability

## PERSONAL INFORMATION

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Father Name	:Muraleedharan
Nationality	:Indian
Marital Status	:Married
Religion	:Hindu
Languages known	:English, Hindi, Malayalam, Tamil
<b>Passport No</b>	<b>:K72321982</b>

## DECLARATION

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I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

**Place: Thrissur**

**ARUN R.**

