

ARJUN V

CONTACT

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EDUCATION

RABINDRANTH TAGORE UNIVERSITY

Bachelor of COMMERCE

SKILLS

- Management Skills
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Tamil
- Kannada
- Hindi

PROFILE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

WORK EXPERIENCE

- Shree lakshminarayana enterprises** 2019 - 2021
Office Administrator
 - Successfully managed a team of 15 administrators in a busy corporate office.
 - implemented new organizational systems to streamline administrative process and reduce costs.
 - Developed strong relationships with external stake holders and managed supplier contracts.
 - Supervise administrative staff and divide responsibilities to ensure performance.
- Startek** 2022-2024
TECHNICAL SUPPORT ENGINEER
 - Utilized troubleshooting techniques to identify and resolve customer problems.
 - Analyzed and resolved technical problems with client networks and systems.
 - Monitored customer operation and implemented corrective solutions.
- Sri Subramanya Enterprises (contract base)** 2024 - 2025
Admin Manager
 - Managed the daily workflow of administrative staff, ensuring timely completion of tasks.
 - Established and maintained an efficient filing system to ensure accurate record-keeping.
 - Regularly monitored the performance of the administrative team and provided feedback.

SKILLS SUMMARY



PREVIOUS EMPLOYER

COMPANY NAME	SHREE LAKSHMINARAYANA ENTERPRISES
PROFILE	Office ADMINISTRATOR
DURATION	JAN 2019 JUNE 2021
LOCATION	BANGALORE

Roles and Responsibilities

- **Coordinate office activities and operations to secure efficiency and compliance to company policies**
- **Supervise administrative staff and divide responsibilities to ensure performance**
- **Creating sales order & po's as per the request from the client.**
- **Manage phone calls and correspondence (e-mail, letters, packages etc.)**
- **Support budgeting and bookkeeping procedures**
- **Create and update records and databases with personnel, financial and other data**
- **Track stocks of office supplies and place orders when necessary**
- **Submit timely reports and prepare presentations/proposals as assigned**
- **Assist colleagues whenever necessary**

Company Name	STARTEK
PROFILE	TECHNICAL SUPPORT ENGINEER
PROCESS	DIAGNOSING SOFTWARE OR HARDWARE FAULTS AND SOLVING THE ISSUE
DURATION	JAN 2022 July 2024
LOCATION	BANGALORE

Roles and Responsibilities

- **Identifying hardware and software solutions.**
- **Troubleshooting technical issues.**
- **Diagnosing and repairing faults.**
- **Resolving network issues.**
- **Installing and configuring hardware and software.**
- **Speaking to customers to quickly get to the root of their problem.**
- **Providing timely and accurate customer feedback.**
- **Talking customers through a series of actions to resolve a problem.**
- **Following up with clients to ensure the problem is resolved.**
- **Replacing or repairing the necessary parts.**
- **Supporting the roll-out of new applications.**
- **Providing support in the form of procedural documentation.**
- **Managing multiple cases at one time.**
- **Testing and evaluating new technologies.**
- **Conducting electrical safety checks on equipment.**

COMPANY NAME

SHREE SUBRAMANYA ENTERPRISES

PROFILE

Admin MANAGER

DURATION

**October 2024 TO July
2025**

LOCATION

BANGALORE

Roles and Responsibilities

- **Managing administrative staff, developing and implementing policies, managing budgets, and coordinating with other departments.**
- **Supervising and leading administrative staff.**
- **Hiring, training, performance evaluations, and providing guidance to ensure optimal performance.**
- **Procurement of office supplies and equipment**
- **Providing administrative support to senior management**
- **Monitoring and evaluating administrative performance**
- **Providing administrative support to senior management**
- **Ensuring compliance with regulations and policies**

PERSONAL DETAILS

DATE OF BIRTH	26/04/1998
NATIONALITY	INDIAN
LANGUAGES	PROFICIENT IN ENGLISH, TAMIL, KANNADA, HINDI

I hereby declare that the information furnished above is true to the best of my knowledge and references will be forwarded whenever required

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