



CONTACT

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📍 Coimbatore, India

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SKILLS

- Leadership
- CRM
- Project management
- Time Management
- Team management
- Administrative support
- Branch Handling
- Problem Solving
- Data Management
- Academic coordinator
- Admission coordinator

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PERSONAL PROFILE

Experienced leader with a robust background in operations management, specializing in optimizing processes, providing effective team leadership, and achieving cost efficiencies over 9 years. Skilled in implementing educational best practices and leveraging technology to enhance operational effectiveness. Seeking a challenging career opportunity in your esteemed organization to contribute significantly to its development and advance societal progress.

WORK EXPERIENCE

● OPERATIONS MANAGER | MAY '23 – JUN '24 Orb25, Coimbatore

- Lead, mentor, and manage a high-performing team, fostering a collaborative and results-driven work environment.
- Managed customer relationships and drove sales growth in both B2B and B2C environments through tailored strategies and exceptional service.
- Spearheaded strategic planning, aligning goals with company objectives.
- Led a dynamic management team, promoting innovation and accountability through regular performance reviews and professional development sessions.

● OPERATIONS MANAGER | JUN '22 – MAY '23 Aakash Institute, Coimbatore

- Ensures speedy resolution of queries & grievances to maximize customer satisfaction levels, this includes clarifying queries, resolving complaints/issues, coordinating with other departments on behalf of students/parents etc.
- Monitor and ensure efficiency in budget management and timely collection of revenue.
- Lead a team of executives (EDP, Admin, Accounts) towards effective collaboration and provide support to maintain business continuity and operational efficiency.

● ADMIN MANAGER | JUL '17 – JUN '22 Sowdambikaa Group of Schools, Trichy

- Oversee daily office operations, ensuring efficiency and productivity through effective coordination and management of administrative tasks.
- Coordinated academic programs, ensuring curriculum alignment and supporting faculty and students to achieve educational goals.
- Managed the admissions process, from application review to enrollment, ensuring a smooth and efficient experience for prospective students.
- Supervise and support administrative staff, providing training and development opportunities to enhance team performance.
- Coordinate with various departments to facilitate communication and collaboration, ensuring organizational objectives are met.
- Handle sensitive information with discretion and ensure the security of confidential records and documents.

● ASSISTANT PROFESSOR | DEC '16 – JUN '17 Arjun College Of Technology, Coimbatore

- Ensure curriculum alignment and support faculty and students in achieving educational goals.
- Manage the admissions process from application review to enrollment, providing a smooth experience for prospective students.
- Facilitate connections between students and potential employers, organizing recruitment drives and providing career counseling. Additionally, my Teaching responsibilities include delivering high-quality instruction and mentoring students to help them excel in their academic pursuits.
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● OPERATIONS MANAGER | JUN '16 – DEC '16 Fitkids Education & Training Pvt Ltd, Bangalore

- Training and coaching skills enable me to develop and enhance the capabilities of trainers and staff.
- I oversee the administration of Managing the Schools and trainers, ensuring smooth operations and high standards.
- I handle Purchase Facilitation, ensuring timely procurement of necessary resources.
- I have successfully Recruited more than 150 Trainers, significantly expanding our talent pool, and facilitated Collaboration with 30 New Schools, broadening our educational network and impact.

LANGUAGES

- English
- Tamil
- Kannada
- Hindi

INTERESTS

- Photoshop, Web Designing
- Playing Football
- Social network
- Digital Marketing

EDUCATION

- MBA in Information Systems**
Sastra university ,Tanjavur
(GPA: 7.5)
- M.E in EmbeddedSystem Technologies** Sri Ramakrishna
Engineering College,Coimbatore
(GPA: 7.6)
- B.E in ECE**
Indus College of
Engineering,Coimbatore
(GPA:7.2)
- Diploma in E.C.E**
N.P.A.Centenary polytechnic, college
(GPA: 8.2)

AWARDS

- Won the 1 prize in zonal round, a national level Robotics championship.
- Participated in a national level Robotics championship at IIT, DELHI
- Awarded the winner's up prize in state level inter school football tournaments
- Awarded the winner's up prize in state level inter college football tournaments Participated in State level technical symposium

DECLARATION

The information furnished above is correct to the best of my knowledge.

I shall be much obliged and grateful to you if you kindly acknowledge my application. I am young, energetic and hardworking by nature, if I am given a chance to work in your reputed institution I shall discharge my duties to the entire satisfaction of my higher authorities.

Arun