

Name : **Arun Prathib KB**
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**Membership of Professional Societies:**

- Member, American Society of Mechanical Engineers(ASME)

Career Objective:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Education:

- Master's in Business Administration (General) – SRM University – 2021 - 2023
- Bachelor of Engineering (Mechanical) – SRM University - 2017 – 2021
- AISSCE- Rural Institute of Open Schooling (CBSE) – 2016 – 2017
- AISSE – Indian School of Muscat(CBSE) – 2013- 2014

Professional Experience:**i. Winngoo Ecom Services Pvt Ltd (Winngoo Group of Companies)**

- Duration:** Dec 2022-Jan 2024
- Division:** Operations
- Location:** Chennai (India)
- Job Position:** Jr. Operations Manager
- Roles & Responsibilities:**
 - Managing employees to ensure that they are operating efficiently and effectively
 - Managing budgets and expenditures to ensure that the department meets its goals while staying within the company's budget guidelines
 - Coordinating with other departments to ensure that operations are running smoothly
 - Reviewing project proposals from start to finish to ensure that they meet all company standards for quality and compliance with industry regulations

- Overseeing operations staff to ensure that they are performing their jobs correctly and efficiently
- Conduct assessments to identify and qualify vendors based on quality, cost, and reliability.
- Perform detailed cost analyses to identify optimal procurement options aligned with budget constraints and quality standards.
- Oversee the entire ordering process, from initial requisition to final delivery, ensuring timeliness and accuracy.
- Maintain and nurture relationships with suppliers for long-term partnership and potential cost savings.
- Administer supplier contracts and agreements, ensuring they meet both short-term needs and long-term strategic goals.

ii. Visaakaawinngoo Pvt Ltd (Winngoo Group of Companies)

- Duration:** May 2021-Jan 2024
- Division:** Operations
- Location:** Chennai (India)
- Job Position:** Jr. Business Operations Manager
- Roles & Responsibilities:**
 - Managing employees to ensure that they are operating efficiently and effectively
 - Managing budgets and expenditures to ensure that the department meets its goals while staying within the company's budget guidelines
 - Checking on the status of projects at various stages of development to ensure that they are progressing as planned
 - Coordinating with other departments to ensure that operations are running smoothly
 - Reviewing project proposals from start to finish to ensure that they meet all company standards for quality and compliance with industry regulations
 - Overseeing operations staff to ensure that they are performing their jobs correctly and efficiently

Internship Training:

iii. International Heavy Equipment LLC

- Duration:** January 2021-Feb 2021
- Division:** Plant
- Location:** Oman (Muscat)
- Job Position:** Internship Trainee
- Roles & Responsibilities:**
 - Conducting routine maintenance checks
 - Performing preventive maintenance tasks
 - Maintaining documentation and records

iv. Galfar Engineering and Contracting SAOG

- Duration:** March 2021
- Division:** Plant
- Location:** Oman (Muscat)
- Job Position:** Internship Trainee
- Roles & Responsibilities:**
 - Comparing bids from multiple vendors

- Making detailed reports about the maintenance and repairs completed
- Testing machinery to ensure it operates as intended and complies with safety regulations
- Ordering and tracking spare parts and equipment

v. Kun Motor Company Pvt Ltd (Hyundai)

- a. **Duration:** May 2019
- b. **Division:** All
- c. **Location:** Chennai (Tamil Nadu)
- d. **Position:** Internship Trainee
- e. **Roles and Responsibilities:**
 - Fulfilling tasks assigned by the supervisor
 - Performing clerical duties
 - Job shadowing
 - Learning technical skills

Professional Skill:

- Ability to cope up with different situations
- Project management
- Budgeting and financial management
- Supply chain management
- Customer service strategy
- Team leadership and collaboration
- Employee training and development
- Vendor management
- HR collaboration
- Cross-functional stakeholder management

Additional Skills:

- MS Office

Publications:

Influence of loading cycle time on the performance of Hydraulic Excavator in a Construction Site
(<https://iopscience.iop.org/article/10.1088/1742-6596/2054/1/012086>)

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