

ARUNPANDIYAN T

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CAREER OBJECTIVE:

To be an astute learner and the best performer in your organization. So that I can build an innovative career in your esteemed organization by using my skills and other significant talents

PROFESSIONAL SUMMARY:

- 3+ Years of working experience in business management and administration
- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
 - Slashed cost of office supplies by 15% through negotiating prices with suppliers and maintaining appropriate stock levels to avoid shortages
- Scheduled and coordinated meetings, appointments, and travel arrangements for Directors and team leaders
- Trained 5 administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details
- Maintained utmost discretion when dealing with sensitive topics
- Conducted End to End Recruitment Process
- 2+ Years of experience in Business Ideation
- Conducted Internal Audit in retail outlets

EMPLOYMENT SUMMARY:

Period	Organization	Role
Jan 2018 - July 2018	Excel Co-Op Society – CBE	Admin/Recruiter
Aug 2018 - Feb 2020	MKP Promoters Ltd–Chennai	Office Admin
Aug 2022 - Feb 2023	Sri Ganapathy Silks – Coimbatore	EDP Executive
Mar 2023 - Aug 2023	Nesavu Textiles India pvt Ltd	BOE/Recruiter

EDUCATIONAL QUALIFICATION:

Qualification	Specialization	College / University	Year of Passing
B.Sc	Electronics and Communication Systems	Sri Krishna Arts and Science College, Coimbatore	2016

ADDITIONAL SKILLS:

- Excellent knowledge in Business Development
- Extensive experience in Business Consultation specialized in F&B
- Knowledge in Management principles
- Knowledge in creating and executing Business Plan
- Ability to organize and operate multi-teams
- Good exposure in understanding and analyzing the requirements.
- Ability to work on multiple tasks concurrently and autonomously.
- Good team co-ordination skills.
- Strong communication and interpersonal skills with a desire to learn.
- Capable of working at great pressures and tight deadlines
- Trained in Retail Business Management
- Ability to make strategic plan
- Planning and holding effective meetings
- Organized a startup from scratch for NRI Client
- Good Knowledge on tracking and solving problems
- Good exposure in understanding and analyzing the requirements
- Ability to handle Recruitment and Interview Process

PERSONAL INFORMATION:

Father's Name	: P Thangavel Pandian
Nationality	: Indian
Date of Birth	: 08-June-1996
Gender	: Male
Marital Status	: Single
Languages known	: Tamil, English
Address for Communication	: 82, Ayyanna Gounder Street Variety Hall Road, Coimbatore-641001

DECLARATION:

I hereby declare that the above furnished details are true and correct to the best of my knowledge

SIGNATURE

(ARUNPANDIYAN T)