



ARUNKUMAR SAKTHIVEL

 Pollachi, India 642001

 7339565254

 arunsakthi98@gmail.com

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Document Processing
- Data Entry
- Time Management
- Document Review

EXPERIENCE

PROCESS EXECUTIVE, 04/2022 - 12/2022
Patra India Bpo Services, Coimbatore, India

- Respond to queries, providing high quality service the customers through mail/call.
- Representing the team in meetings and conference halls.
- Coordinating between different departments for any issue among team members.
- Acquiring client information, data validation, data maintenance.

EDUCATION AND TRAINING

N.V Polytechnic College, Udumalpet, 04/2015
Diploma In Mechanical Engineering

- Percentage : 72%

Rukkumani Ammal Higher Secondary School, Pollachi, 04/2012
SSLC

- Percentage : 63%

LANGUAGES

Tamil: First Language

English: C2

Proficient

PERSONAL INFORMATION

- Name : Arunkumar Sakthivel
- Date Of Birth : 07/02/1997
- Gender : Male
- Religion : Hindu
- Martial Status : Married