


ARUL A

3/138, Main Road,
kilvailamur,
Pidaripattu post,
Gingee Taluk,
Villupuram-606651



 www.linkedin.com/in/arul-annamalai
8072663220
akarul2100@gmail.com

Objective

Offering 3 years of progressive experience in performing data entry tasks with accuracy and efficiency. Eager to leverage my quick typing skills and database management knowledge towards achieving the department's goal.

Experience

- Deccan I Services Pvt Ltd, Villupuram** 2021 - Present
Financial processor
Roles and Responsibilities:
 - Data Entry Specialist: Entering data into various systems and databases, ensuring accuracy and completeness of the information. Conducting quality checks on data to ensure accuracy.
 - Voice process associate: Provided comprehensive support to customers through various channels including chat support, inbound calls, and email correspondence.
 - Auditor: Supervise and manage a team of data entry specialists, providing training, guidance, and support as needed.
 - Group leader: As a group leader provide guidance and instructions to a working group of 8 members. Made them to achieve their targets with 100% accuracy.

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor's of Computer Applications	Aringar Anna Govt Arts and Science College, Villupuram	7.6 CGPA	2017-2020
Higher secondary(12th std)	ST Michael's Higher Secondary School, Gingee	1076/1200 Marks	2017
Secondary school(10th std)	Sacred Heart Higher Secondary School, Anilady	461/500 Marks	2015

National Qualifier Test:

- TCS NQT(NATIONAL QUALIFIER TEST- CONGNITIVE)DEC-2023 - 72.17%

Technical Skills

- MS Office
- Microsoft Word: Document creation and formatting.
- Microsoft Excel: Data entry, analysis, and pivot tables.
- Programming Languages:Python
- MySQL(RDBMS) - Completed Udemy Certification Course
- Full stack web development(HTML,CSS and JavaScript)

Skills

- Strong verbal and written communication skills.
- Efficiently managing multiple customer inquiries simultaneously.
- Understanding and addressing customer concerns with empathy.

- Comprehensive understanding of company products/services.
- Working effectively with colleagues to provide top-notch support.
- Proficient in using CRM software and support tools.
- Detail-oriented with a focus on delivering quality services.

Projects

- **Railway Ticket Reservation project-Core python concepts**

This project is build by using python. With the help of this project we can book and cancel tickets and also see the passengers list and available seats by berth.

GitHub:

<https://github.com/Arul-A/railway-ticket-reservation-project.git>

- **Trendify-Ecommerce website(HTML,CSS, JAVASCRIPT)**

Successfully developed a fully functional ecommerce website from scratch, demonstrating proficiency in front-end web development technologies.

Implemented responsive design principles to ensure optimal user experience across desktop and mobile devices.

GitHub:

<https://github.com/Arul-A/Trendify.git>

Interests

- Customer support
- Technical support
- Software & web development

Additional Information

•Date of birth. : 21-02-2000

•Gender. : Male

•Marital status : Single

•Father name. : Annamalai V

Hobbies

- Coding
- Solving problems in hackerrank and Leet code
- Learning new technologies
- Book reading

Declaration

- I hereby declare the above mentioned information are true to the best of my knowledge

Reference

- Available upon request