

# Arunkumar H

## Executive

Expert in data collection and monitoring, payment processing, investor query handling, data entry, brokerage and posting with communication skills. Focused and result oriented professional with 1 year 6 months experience in back office operation.



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No.19/41,Gandhi Road 3rd line, Tiruttani, India

20 December, 1999

## WORK EXPERIENCE

### Executive

#### Computer age management system - CAMS

06/2022 - Present Chennai/INDIA

Computer Age Management Services Limited (CAMS) is a mutual fund transfer agency serving Indian asset management companies.

##### Achievements/Tasks

- Daily activities for the process for mutual fund back end work. Management information system MIS & Brokerage
- Accumulation of raw data and information, Arrange them in excel tabular format
- Populating data from one table to another by script execution.
- Providing data to the management as per their requirement
- Interacting with SEBI to monitor whether there are investments relating to the PAN provided by them
- Creating empanelment for new brokers in compliance with SEBI guidelines
- Data entry in the official portals.
- KYC verification of Investors
- IMPS validation for initiating payout.

## EDUCATION

### B.A English Literature

#### Sri S S Govt Arts College, Madras University

07/2018 - 07/2021 Tiruttani

##### Courses

- Percentage - 63%

### 12th Std

#### Dr.Radhakrishnan Govt Boys hrs sec School

06/2017 - 05/2018 Tiruttani

##### Courses

- Percentage - 52%

### 10th Std

#### S M S Vimal Matric Hr sec School

06/2015 - 06/2016 Arakkonam, Vellore

##### Courses

- Percentage - 78%

## SKILLS

MS EXCEL

Photoshop

Canva

Adobe illustrate

Ms word

Open office

## ACHIEVEMENTS

Won kabbadi championship at division level

Kabbadi Runner at state level.

## CERTIFICATES

Certificate of Merits In Kabbadi

Certificate of Merits In Athletics

## LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Professional Working Proficiency

## INTERESTS

Gaming

Kabbadi

Music

Travelling