

ARUN KARTHICK V

MS Word & PowerPoint Specialist

Contact Details

🏠 #20, Kamarajar Nagar 1st Street,
Kundrathur, Chennai-69.

☎️ +91 79042 93260

✉️ vakarunkarthick@gmail.com

Linkedin

<https://www.linkedin.com/in/arun-karthick-698258248>

Date of Birth

December 12, 1997

Hobbies

Movies & Series

Gardening

Technical Skills

MS Word & PowerPoint

Adobe Acrobat PDF

GitHub

AWS and Linux

Soft skills

Time Management

Flexibility

Collaboration

Adaptability

Project Management

Achievement

Positive feedback on two complex projects

Languages Known

Tamil, Malayalam, and English

Profile

Resolute Senior Document Production Associate with expertise in MS Word, PowerPoint, Adobe Acrobat and Transcription. Skilled in creating, formatting, and editing documents with mindfulness. Reliable, hardworking, and committed to delivering high-quality work. Always focused on meeting deadlines and supporting team goals.

Work History

Document Specialist Sr. at RR Donnelley, Chennai.

MS Word, PowerPoint, and Adobe Acrobat | May 2018 – Sep 2022

- Providing high quality, real-time assistance to clients in support of their various projects, completing them with exceptional quality and client specific manner. Raise any discrepancies in the data supplied with the onsite and client for appropriate clarification.
- Proactively update onsite operators and clients on the status of ongoing projects, ensuring smooth communication and timely progress. Maintain accurate daily records of active projects, including feedback and administrative tasks, to support efficient project tracking and completion.

Document Production Associate Sr. at Williams Lea, Chennai.

MS Word, PowerPoint, and Transcription | Sep 2023 – till now

- Following established processes for Document Production, including transcription of audio files with automated text. Listen to the audio recordings and accurately populate content by the respective speaker, following the template format.
- Conduct research to verify and fix contents in the audio content.

Education

BCA – Bachelor of Computer Application – 64% | 2015 – 2018

Alpha Arts and Science College, Porur, Chennai-116

Cloud Computing (Linux, AWS & DevOps) | 2023

Besant Technologies, Porur, Chennai-116

Reference – Williams Lea

Srikanth M R — Transcription Specialist Sr., Williams Lea, Chennai.
+91 8148167740

Magnath — Document Specialist Sr., Williams Lea, Kochi.
+91 8807126479