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| ARUN KARTHICK V |  |

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| Contact Details  🏠 #20, Kamarajar Nagar 1st Street, Kundrathur, Chennai-69.   +91 7904293260   vakarunkarthick@gmail.com  Linkedin  https://www.linkedin.com/in/arun-karthick-698258248  Date of Birth  December 12, 1997  Hobbies  Movies & Series  Gardening & Books  Technical Skills  MS Word & PowerPoint  Adobe Acrobat PDF  DevOps, AWS and Linux  Soft skills  Time Management  Flexibility  Collaboration  Adaptability  Project Management  Achievement  Positive feedbacks on 2 complex projects from clients by 2 weeks of deliery  Languages Known  Tamil and English |  | Profile  Dedicated and Hard-working person looking to enhance myself by learning current trends, knowledgeable in MS Word, PowerPoint and Adobe Acrobat. I'm looking for a position to utilize my knowledge and management skills for the organization. |
| 💼 | Work History  **Senior Document Specialist at RR Donnelley, Teynampet**.  May 2018 – September 2022   * Worked in Goldman Sachs (PowerPoint), Chadbourne & Parke and Milbank Tweed (Word, PDF & PowerPoint) * Providing high quality, real-time assistance to clients in support of their various projects, complete them with exceptional quality and client specific manner. * Keep onsite operators and clients proactively informed about status of ongoing projects and any delay in delivering the projects over the initially committed deadline. * Raise any discrepancies in the supplied data with the onsite and client for appropriate clarification. * Keeping daily records of working projects, project feedback on daily basis and other administrative works. |
| 🎓 | Education  **Senior High School |** 2014 – 2015  Smt. RamKuwar Devi Fomra Vivekananda Vidyalaya, Chromepet, Chennai-44  **BCA – Bachelor of Computer Application |** 2015 – 2018  Alpha Arts and Science College, Porur, Chennai-116  **Cloud Computing (Linux, AWS & DevOps) |** 2023  Besant Technologies, Porur, Chennai-116 |
|  | Reference - RR Donnelley, Teynampet  Shylashree Krishnaraj Milbank Tweed – Senior Production Coordinator | 9962069608  Alamelu Nandhagopal Milbank Tweed – Senior Production Coordinator | 7401278022 |