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| ARUN KARTHICK V |  |

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| 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 2 complex projects  Languages Known  Tamil, Malayalam and English |  | Profile  Dedicated Senior Document Production Associate with expertise in MS Word, PowerPoint, and Adobe Acrobat. Skilled in creating, formatting, and editing documents with a keen eye for detail. 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  **Document Production Associate Sr. at Williams Lea, Chennai**.  MS Word, PowerPoint and Adobe Acrobat | Sep 2023 – till now   * 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. |
| 🎓 | 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  Magnath Thangamani, Document Production Associate Sr., Williams Lea, Kochi. +91 8807126479  Srikanth M R, Transcription Specialist Sr., Williams Lea, Chennai. +91 8148167740 |