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| ARUN KARTHICK V  MS Word & PowerPoint Specialist |  |

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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 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 |