\*\*\*\*\*\*\*\*\*\*\***Arunkumar Naidu**\*\*\*\*\*\*\*\*\*\*\*\*\*

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| Candidate Current Location | Bangalore |
| Availability to Interview | Any Week Days |
| Date Available to Start | 10 Days |
| If previous Intel experience, please provide: |  |
| - Previous WWID if known |  |
| - Previous sponsor names if known |  |
| - Dates employed |  |
| - Engagement type (CW or FTE) |  |
| - Name used when employed at Intel |  |
| Please explain why you feel this candidate is best fit for this position / provide any additional comments | He has good experience in handling all admin activities whatever mentioned in the JD |

**Arun kumar Naidu**

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**Objective**

To render my services to an organization and to be a part of its team, I would like to utilize my skills, knowledge and abilities. Seeking a challenging environment, that encourages learning and creativity.

Also provides exposure to new ideas and stimulates personal and professional growth.

**Business Tools Knowledge**

* MS Office
* Lotus Notes

**Work Experience**

**Experience Admin Executive (2.11 years)**

**SLV Associates: (10/07/11- till date),** Bangalore

**Job Profile: Admin Executive**

* Joined **SLV** **Associates** on 10/07/2011 as Admin Executive and working at client location NIIT Technologies (GIS) for their project. The project has a team of around 56 and the main responsibility is to provide support to daily operations.
* Handling stationery requirements for the entire project and maintaining consumption v/s inventory.
* Maintaining attendance of Housekeeping staff and sending them for pay roll processing after getting necessary approval.
* Maintaining attendance of Security and checking if they are adhering all the policy’s of the company.
* Coordinating for all project client visits, arranging lunch, cab transfers, hotel bookings.
* Coordinate with HR for interviews, ON Boarding of new Hires, Issue of New ID cards.
* Valuating new vendors including site visit to vendor office and sending report as per the valuation.
* Checking field supervisors work at field and preparing report on manpower v/s work done.
* Ensuring housekeeping is up to the mark by taking regular rounds.
* Coordinating with Procurement team and arranging for PC’s, Laptops, data card etc., as per requirement of project team after taking necessary approvals
* Checking of all monthly conveyance bills of field staff and forwarding the same to accounts after taking necessary approval.
* Checking and Clearing of all project related bills on a monthly basis
* Seat allocation for the entire project.
* Checking if cafeteria is clean on all breaks or whenever there is a client visit.

**Accenture** (Aug 2005 – July 2011), Bangalore

**Experience: Customer Manager: (5.11 years)**

**Job Profile: Customer Manager**

* Joined Accenture on 1/08/2005 as a Claims handler. We deal with U.K based car insurance company. We handle the First Notification of Loss for our customers. Then took over Windscreen Invoicing process in the month of November. This is a non voice process; from there I became a part of Affinity which is a new process into RSA. This went live on 1st September 2008. We are responsible for servicing motor policy on AIS tool.
* Invoice settlement for vendors, customers & brokers
* Ensure data is clean and credible to support strategic decision – making
* Scheduling daily tasks to associate’s & capacity planning
* Collate productivity reports & display it via charts
* Ensuring paid invoices are documented and data captured accurately and submitted to support all appropriate deadlines
* Usage of excel, Visual Basic to import data from data capture tool for productivity calculation
* Assigning & collating data for EOD from associate’s
* Collating data for Management information system reporting (MIS)
* Provide data driven analysis of business unit and help implement improvements in the customer focus, customer satisfaction.
* Handling queries of front office & back office
* Assigning back office work to associate’s
* Assisting Duty Managers in regards to facility and services.

**Additional Responsibilities**

* As a Rewards & Recognition SPOC responsible to gather management requirements and set parameters to the team for Rewards & Recognition.
* Trained new joiners to overcome the learning curve.
* Handled a team of 10 in the absence of Team leader for more than 2 months.
* Single point of contact in regards to process escalations.
* Selected as Floor Warden.
* Active member of BCP Team
* In absence of the Team Lead, act as backup to support the Manager and also ensure smooth operations of the Process
* Active member of Accenture Event Management.
* SPOC for compliance team.
* Given the responsibility to conduct annual sports meet.
* Helping internal & external Auditors in Data Privacy audits for the process.

**Awards and recognition**

* Performance award for the month of March & July 07.
* Awarded for practicing best Values in the operations floor.
* Life saver award for the month of Aug-08
* Won the champions trophy for the year 2009.
* Two time champions for annul sports meet in cricket and volley ball.

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| **SKILLS ACQUIRED** |

* Certified Process Trainer
* Operational Excellence Procedures
* Excellent communication and interpersonal skills
* Sportive team player both at work and at extracurricular activities
* Ability to handle highly sensitive and confidential material in a professional manner
* Very good Team handling skills
* Excellent time management ability and organizational skills
* Problem Solving and Systematic Thinking
* Good Presentation Skills

**AstraZeneca Pharma India Ltd.** (April 2003 – July 2005)**,** Bangalore

Experience: (2.3 years)

**Job Profile:** Process Executive

* To process the claims of the medical representatives as per the norms and policies of the company.
* To verify all the doctors call report filed by the representatives.
* Stabilize the process by standardizing the report relating to payroll.
* To maintain the banks master file that is linked to their database.
* Revise the SOP, which increases the efficiency of the process.
* Suggest on process improvements - Which helped in saving, time and money without compromising on the standard and quality maintained by the company.
* Formulate charts of all medical representatives on the basis of the zonal regions according to their designation.
* To coordinate with the bank regarding their payments.
* Handling Fraudulent claims.
* A weekly call with regional head’s with regards to expense report.

### Other Work Experience

A volunteer for the Prasiddha Foundation headed by Smt. Prathibha Prahalad, a renowned dancer and was involved in the smooth conduction of the annual Classical Dance festivals organized by the foundation, by supervising the Travel and Accommodation facilities of all the artistes.

Active member for Hope Foundation, where in we conduct charity drives to help the school children to overcome their daily needs.

Also a regular participant of Snehasadan a NGO, which takes cares of orphan children in regards to their basic education.

### Education

Bachelor of Commerce 2004

Viswa Bharathi University

**Personal Details**

Date of Birth : August-30-1980

Languages Known : English, Hindi, Telugu, Kannada & Tamil.

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| REFERENCES |

Available upon request