**RESUME**

ARUN PANDIYAN B, B.E.,

3I/1C Nellaiyappapuram 2nd street,

Thirunagar, Madurai,

Tamilnadu – 625 006

# Cell: +91 74488 66626

Email: [13arun02@gmail.com](mailto:13arun02@gmail.com)

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**CAREER OBJECTIVE:**

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

**EDUCATIONAL QUALIFICATION:**

* Graduation **B.E (EEE)** Under **Anna University, Chennai** from **P.T.R College of Engg and Tech**, Thoppur, Madurai. – (2012)
* **H.S.C** under Board of **State Board Education**, from **M.M higher Sec School**, Tirunagar, Madurai – (2008)
* **S.S.C** from Board of **State Board Education**, from **M.M Higher Sec School**, Tirunagar, Madurai – (2006)

**EXPERIENCE DETAILS:**

* Work as Office Admin at P.T.R College of Engg & Tech, Madurai, from the of Jul 2012 to till now.
* The details of work done under as an office admin:
  + Salary chart preparation by using M.S Excel for staffs
  + EPF and ESI online works
  + Staffs Attendance report maintainer as from manual and biometric
  + AICTE and DOTE work.
  + Record maintainer
  + All system oriented online and offline works well known….. etc.

**COMPUTER SKILLS:**

* Operation Systems (XP, 2000, 98, and Other)
* MS Office

**Strengths:**

* Good Communication Skills.
* Ready to take responsibility.
* Quick Learner and Good Interpersonal Skills.

**PERSONAL PROFILE:**

Name : **ARUN PANDIYAN B**

Father Name : BALU T

Date of Birth : 13-02-1991

Marital Status : Married

Wife Name : Suganya R

Religion : Hindu

Nationality : Indian

Languages Known : English and Tamil

Address : 31 – C Nellaiyappapuram 2nd Street,

Thirunagar 2nd Stop,

Thirunagar,

Madurai – 625006.

**DECLARATION:**

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place:

Date :

**(ARUN PANDIYAN B)**