

S. Arun kumar

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### Career Goal

To attain a challenging and responsible career position in an established organization where I can contribute best of my knowledge and efforts to the organization and be part of the team that excel in work towards the growth and success of the education. Ability to work in all levels of management with strong corporate presentation abilities. Lead projects, handling complete team during transition period and observant problem-solving skills.

### Professional Summary

Worked in prime focus private limited from June 21 2019 to July 13 2020.

Process: stereo compositing & production management

Responsibilities: 2D to 3D conversion and managing the work sheet.

- Determined appropriate designs for screen print and embroidery applications to create high-quality finished products.
- Cultivated relationships with other artists and internal partners to develop positive rapport for future opportunities.
- Resolving the problems of the artistes.
- Maintaining Daily Tms.
- Handled client calls to address customer inquiries and concerns.
- Developed team communications and information for meetings.
- Completed clerical tasks such as filing, copying and distributing tasks.
- Sorted and organized materials such as physical files, tracking spreadsheets and reports.

### Key Skills

- Prepare the Trust Accounting based on their working Hours.
- Co-coordinating clients for understanding their needs and providing the seamless service
- Computer Skills: MS Office, MS Power Point, Excel.
- Software's known Silhouette, Nuke.

- Notifying client on discrepancies and following up to send the documents before or on time.

## Academic Profile

Qualification	University/Institute	Year of passing	Percentage
Master of computer applications	Chaitanya P.G college (Deemed to be university)	2017-2019	79%
B.SC. (Mpcs)	Chaitanya degree college (Deemed to be university)	2014-2017	76%
Bord of intermediate	Narayana junior college	2012-2014	75%
Secondary school certificate	Sri Vishwashanthi English high school	2011-2012	75%

## Strengths

- Good grasping
- Confident and efficient in undertaking assignments sharing
- Ability to interact with new aspirants & Customers.

## Personal Profile

Date of Birth : 08-12-1996

Marital Status : Un-Married

Languages Known : English, Hindi, Telugu

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

(S.Arun Kumar)

