

CURRICULUM VITAE

ARUN PANDIAN M

Personal Data

Date of Birth : 18/08/1992
Sex : Male
Nationality : Indian
Marital Status : Married

Address for Communication:

69,Ramaiah pillai street
Silaiman,Silaiman,Silaiman
Madurai-625201.

Contact No.:

India mobile : +91 98433 60656

Mail:

activearun01@gmail.com

Passport Details:

Passport No : L7064315
Valid till : 04.02.2024

Career Objective

Seeking a challenging position in the banking sector to flourish my banking, engineering ,technical, management and communication skills and to add value to the banking operations and sales as well.

Education

Bachelor of Engineering in **Electrical and Electronics** from **Mohamed sathak engineering college, kilakarai**

Educational History

Degree	University	Completion
S.S.L.C	Alagu Malar Matriculation School Sivaganga.	May 2007
H.S.C	A.P.T Durairaj Higher Secondary School Madurai	May 2009
B.E (EEE)	Mohamed Sathak Engineering college Kilakarai (Anna university)	August 2013
PGDBO	NIIT	September 2016

Professional Experience

1.Organization

IndusInd Bank

Service delivery manager-Deputy manager

Duration :-22nd March 2021 to till now

2.Organization

Bandhan Bank

Customer relationship officer-Assistant manager

Duration:- 11th November 2019 to 16th March 2021

3.Organization

ICICI Bank

Customer service officer-Senior officer

Duration:-13th October 2016 to 4th November 2019

4.Organization

Sri Jaishanth automation and engineering solutions, Chennai

Electrical Engineer

Duration :- 01st March 2015 to 10th March 2016

5.Organization

General Mechanical works, Gujarat

Supervisor – Electrical

Duration :- 3rd December 2013 to 25th February 2015



BANKING RESPONSIBILITIES:

- Currently dealing with day to day operations of branch including:

Cash handling and maintaining cash balancing register in the absence of teller.

Receive and respond to customer account inquiries on account balances, transaction details, statements, fees and charges.

Resolving of customer query and complaints such as address updation, name change using CRM.

Processing NEFT, RTGS as well as internal transfer for customer

Opening of Gold loan account and maintaining register for Jewel loan

Cross selling of banking as well as third party products

Developing action plans to enhance operational controls and optimize customer service

- Completed **AMFI/ IRDA/ PGDBO (Post Graduate Diploma in Banking Operations)** certifications

ENGINEERING RESPONSIBILITIES:

- Operation and maintenance of Electrical Control Systems and components to required specifications.
- Operation and maintenance of UPS, DC Power Supply System and Chiller.
- Operation of Diesel Generator 1200KVA and cooling towers.
- Focusing on economy, safety, reliability, quality and sustainability.
- Inspect completed installations and observe operations, to ensure conformance to design and equipment specifications and compliance with operational and safety standards.
- Knowledge on Power System Protection and Switchgears.
- Plan, execute and inspect the preventive maintenance program to reduce the risk of sudden failure of critical equipment's and manage downtime/ Breakdown
- Following safety standards throughout the project and in day today maintenance by sharing incident and accident and interlock failures /improvements.
- Commissioning of cable laid and system.

TECHNICAL SKILLS:

- Documentation software (MS Office and MS Word)
- Internet operational skills



MANAGEMENT SKILLS:

- Excellent communication and interpersonal skills
- Set excellent learning opportunities for self and subordinates through training and development
- Identify the strengths of the sub-ordinates and set them goals, which are measurable and achievable.
- Set operational standards for department, which is in par with the organizational requirements.
- Maximum utilization of available resources.

PERSONAL DETAILS:

Name.	:	M.ARUN PANDIAN
Father Name	:	M.Murugavelan
DOB.	:	18/08/1992
Age	:	29
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	Tamil, English, Hindi

I hereby declare that all the information provided here in above are true to the best of my knowledge and belief.

M.ARUN PANDIAN

