### **CURRICULUM VITAE**

## **ARUN PANDIAN M**

## **Personal Data**

Date of Birth : 18/08/1992

: Male Sex 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	

May 2007 Sivaganga.

H.S.C A.P.T Durairaj Higher Secondary School

> Madurai May 2009

B.E Mohamed Sathak Engineering college

(EEE) 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 RESPOSIBILITIES:**

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 maintaing 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

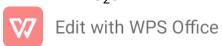
 Completed AMFI/ IRDA/ PGDBO (Post Graduate Diploma in Banking Operations) certifications

### **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, executive 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 layed and system.

#### **TECHNICAL SKILLS:**

- Documenation 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