

ARUN DALAL

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9024887806



OBJECTIVE

The objective of my life is to achieve the height of success and to make a sound position in corporate world by working enthusiastically and creatively to achieve the goal of organization with my hard work and devotion, Optimistic approach towards work, ambitious and goal oriented.

SKILLS

- An effective communicator with excellent interpersonal & relationship building skills.
- Multiple task handling skills along with excellent cross functional coordination.
- Perform in pressure with multilingual, multi-ethnic client.
- Possess a flexible, optimistic, learning & detail-oriented attitude.

WORK EXPERIENCE

Organization: Authbridge Research Services Pvt. Ltd.
Designation: Senior Associate
Duration: Apr 2018 to Jun 2020

KEY RESPONSIBILITIES:-

- Deals in verification of various database checks such as drug test, education, employment, criminal verification record checks and other as per required by client.
- Undergo in the process of multiple clients to do the verification and close accordingly.
- Working as a check owner in Drug Test verification, to conduct the verification from vendors.
- Deals with client and vendor to deliver the reports in TAT.
- Review the status of checks to deliver all in TAT on daily basis.

Organization: RK work solution
Designation: Sr. Data Entry Operator
Duration: Dec 2017 to Apr 2018

KEY RESPONSIBILITIES:-

- Transfer data from paper formats into database systems. Maintain both hard and digital copies of employees' records.
- Update existing data
- Perform regular backups to ensure data preservation

Organization: Compass Group (Compass India Support Services Pvt. Ltd.)
Designation: HR Coordinator
Duration: Aug 2016 to Aug 2017

KEY RESPONSIBILITIES:-

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with performance management procedures.
- Produce and submit reports on general HR activity.

EDUCATION

S.No.	Course	Passing Year	Board/University	School/College	Percentage
1.	M.Com	2019	MDU	Sec 9 Govt. College	70
2.	B.Com (H)	2016	Delhi University	Sri Aurobindo College	75
3.	Intermediate	2013	CBSE	DSVN School, Gurugram	74.10

PERSONAL INFORMATION:-

Birth Date:	11 March 1996
Sex:	Female
Marital Status:	Un-Married
Father's Name:	Mr. Mahavir Singh
Contact Number:	9024887806
Residential Address:	124/31 Laxman Vihar Phase-2, Gurugram