

# CURRICULAM VITAE

## **ARUN RAJ S**

TC 23/147(2), KNRA-135

Swathy Nivas, Valiyasalai,

Killipalam, Chalai PO

Trivandrum - 695 036

Email ID: [arunrajarunraj86@gmail.com](mailto:arunrajarunraj86@gmail.com)



### CAREER OBJECTIVE

To be the part of a dedicated work force of an organization and achieve the targets lay down by the organization using the best of my knowledge and available resources.

### PERSONAL PARTICULARS

Father's Name	: Mr. K. Selva Raj
Permanent address	: TC 23/147(2), KNRA-135, Swathy Nivas Valiyasalai, Killipalam, Chalai PO Trivandrum – 695 036.
Phone No	: +91-9995751221
Date of Birth	: 10 <sup>th</sup> November 1986
Sex	: Male
Marital Status	: Married
Nationality	: Indian
Languages proficiency	: Malayalam, Tamil, English

### ACADEMIC CREDENTIALS

1. **B. Com from UNIVERSITY OF KERALA, TRIVANDRUM.**
2. **VHSE (ACCOUNTANCY & AUDITING) from GOVT & HSS & TTI, CHALAI, TRIVANDRUM.**
3. **SSLC from M.M.R.H.S.S, NEERAMANKARA, TRIVANDRUM.**
4. TYPE-WRITING ENGLISH & COMPUTER WORD PROCESSING (LOWER & HIGHER) from **BOARD OF TECHNICAL EXAMINATION, POOJAPURA, TRIVANDRUM.**
5. M.S.OFFICE from **PRIME INFOSYSTEMS TECHNOLOGY LIMITED, VALIYASALA, TRIVANDRUM .**

### TRAINING

1. Completed one year Technical Apprenticeship Training in the field of Accountancy and Auditing in **Vikram Sarabhai Space Centre, (VSSC) ISRO** Trivandrum for the period 27.02.2006 to 26.02.2007

## EXPERIENCE

1. Worked as Administrative Office Assistant in **Innovative Instruments Inc**, Sasthamangalam, Trivandrum for the period 10.04.2007 to 24.06.2008.
2. Presently working as Office Assistant in Accounts Section of **Indian Institute of Space Science and Technology (IIST)**, Department of Space, Valiamala, Thiruvananthapuram from 04.08.2008 till date.

## STRENGTH

- An effective communicator with interpersonal & relationship building skills.
- Keen learner with constant zest to acquire new skills.
- Ability to learn new things in short period.
- Hard working, Confidence and Punctuality.

## DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I assure you of my full sincerity and devotion in executing the duties related to the post, should I be given a chance to serve.

**(ARUN RAJ S)**

DATE :

PLACE : Trivandrum .

## REFERENCE

1. **Smt. Bindya K R**  
**Sr. Administrative Officer**  
**Indian Institute of Space Science and Technology**  
**Valiamala PO, Trivandrum - 695 547.**
2. **Smt. S.Rajeena Beegam**  
**Sr. Accounts Officer**  
**Indian Institute of Space Science and Technology**  
**Valiamala PO, Trivandrum - 695 547.**