**ARUN SIVAN**

Nandanam

TC 41/386, Kuriyathi

Manacadu, Trivandrum

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9995341257

**OBJECTIVE**

Looking for a position a well-established company with the motivation of utilizing the skills acquired through years of experience.

**WORK EXPERIENCE**

* Medical Scriber

Seaview Support System

Currently Working

* Data Entry Operator

REPSCO (Co-Operative Bank)

February 2014 – September 2017

* Commanding Officer

Grand Kerala Shopping Festival

December 2013 – February 2014

* Ramp Agent

Nedumbassery Airport

January 2012 – November 2013

**SKILLS**

* Knowledge of Medical Terminology
* Data Entry and Management
* Speed Typing
* Time Management
* Multitasking
* Self-Motivation
* Adaptability
* Communication
* Analytical Skills

**COMPUTER SKILLS**

* Knowledge in Microsoft Office
* Knowledge in Tally
* Knowledge in Peachtree
* Knowledge in DacEasy

**EDUCATION**

* Bachelor of Commerce

Kerala University, Trivandrum

* Plus Two Commerce

SMV School, Trivandrum

* SSLC

SMV School, Trivandrum

**PROFESSIONAL COURSE**

* Diploma in Indian and Foreign Accounting

**EXPERTISE**

* Good at managing works
* Produce the best result in pressure situations

**LANGUAGES**

* Malayalam – Native Speaker
* English – Full Professional Proficiency
* Hindi – Full Professional Proficiency

**DECLARATION**

I hereby declare that the above-furnished details are true and correct to the best of my knowledge.

Arun Sivan