

ARUN DALAL

arudalal03@gmail.com

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. Fast learner, self-motivated 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.

WORK EXPERIENCE

- Worked as a HR Coordinator in Compass Group from 2nd Aug, 2016 to 16 Aug, 2017.
- Worked as a Sr. Data Entry Operator in RK work solution from Dec, 2017 to Apr, 2018.
- Currently working in Authbridge Research Services Pvt Ltd as Associate.

Key Responsibilities:-

- Deals with the verification of various database checks such as criminal verification and drug test record checks and many more.
- Undergone 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.

EDUCATION

| Sr. 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 | 12 th | 2013 | CBSE | DSVN School | 74.10 |

PERSONAL INFORMATION

Birth Date : 11 Mar 1996

Sex : Female

Martial Status : Unmarried

Father's Name : Mr Mahavir Singh

Residential Address : 124/31 Laxman Vihar Ph-2 Gurugram

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