

Resume

Name : ARUN BALAJI S
Address : No:10, Bharathiyar street, Choolaimedu, Chennai - 600094
Contact : 63694 99760
Email id : arunbalaji221@gmail.com

Career Objective:

To work in an environment that will enhance my knowledge and career, wherein I can improve my management skills according to the strong competence and efficiency of the firm.

Profile Summary:

- 1+ Year of experience as process advisor.
- Very good in taking initiatives and have been a good team player, Chennai Sep 2015 to Oct 2016.
- Freelance as Data Entry Operator, Chennai Jan 2016 to May 2017.
- Sales Executive at BAJAJ FINSERV (**Team Lease**), Chennai June 2018 to Dec 2018.
- Store Executive at Dhanyam Organic Superstore Chennai Apr 2019 to Oct 2019.

Organizational Experience:

Bajaj Finserv

Working as a sales officer from Jun 2018 to Dec 2018

Roles and responsibilities

- As a Sales Executive gained experience in insurance distribution.
- Making calls and get appointment from the customer.
- Providing financial advice to the existing customers in Bajaj Finserv.
- Selling all kinds of insurance products to the existing customers in Bajaj Finserv.

RR Donnelly

Worked as an process associate from Sep 2015 to Oct 2016

Roles and responsibilities

- Analyze and complete calculation for all eligible customer's for remediation.
- Validating customer complaints.
- Check for already paid out details and collate information.
- Complete the calculation using various applications with in secured system.
- Creating letter and updating details on the system.

Dhanyam Organic SuperStore

Worked as an Store Executive from Apr 2019 to Sep 2019

Roles and responsibilities

- Store Operation

Qualification:

- BE (CSE) from TJ Institute Of Technology with CGPA of 68%
- HSC from T.T.A Matriculation Higher Secondary School with percentage of 62.5%
- SSLC from T.T.A Matriculation Higher Secondary School with percentage of 68.4%
- Course Completed - Computer on Office Automation
- Course Completed on Typewriting English Lower and Higher
- Course Completed on Typewriting Tamil Lower and Higher

Skills:

- Basic knowledge in MS Excel, MS Word, Power point.
- Typewriting English (35+ wpm)
- Typewriting Tamil (30+ wpm)

Personal Information:

- Name : Arun Balaji
- Father's Name : Sampath S
- Date of Birth : 22 January 1994
- Marital Status : Single
- Nationality : Indian
- Languages Known : English and Tamil

Declaration:

I hereby declare that all the information above is provided by me is true to best of my knowledge.

Signature
(Arun Balaji)