



ARUN KUMAR M

ANALYST



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8th Cross Banker's colony,
Kumaran Nagar, Trichy, TN
India.



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I'm an independent worker, acting as guest faculty, FOREX trader, translator, aim to serve better service to my customers

AREAS OF EXPERTISE

I've worked with various types companies in area of accounts, customer service, maintaining customer data.

EDUCATIONAL HISTORY

M.I.E.T. ENGINEERING COLLEGE/ANNA UNIVERSITY

MBA COMPLETED IN 2012 WITH FIRST CLASS.

- Worked as class representative.

ST.JOSEPH'S COLLEGE

BBA COMPLETED IN 2010 WITH FIRST CLASS

- 2nd Prize in General Tamil
- 2nd Prize in Management Information System and computers.

PROFESSIONAL HISTORY

FOREX TRADER

WINDSOR BROKERS| MAY 2014 - PRESENT

- Planning, Forecasting, Analyzing Fundamental and Technical factors to execute the orders and ensure the reasonable returns.

TRANSLATOR

WISTRAN LANGUAGE SERVICES
| SEP 2020 - PRESENT

- Editing, translating passages, question papers from Tamil to English and English to Tamil

GUEST FACULTY

CARE BUSINESS SCHOOL
| MARCH 2022 - PRESENT

- Teaching in innovative methods and facilitate the students in all aspects

GUEST FACULTY

VIKAS COLLEGE OF ARTS AND SCIENCE
| MARCH 2021 - FEB2022

- Teaching in innovative methods and facilitate the students in all aspects

GUEST FACULTY

PRIST DEEMED TO BE UNIVERSITY
| JUNE 2019 - FEB2021

- Teaching in innovative methods and facilitate the students in all aspects

INSURANCE MANAGER

WOMAN MICRO FINANCE | JUNE 2017 - MAY 20218

- Recoding, Classifying, verifying Customers data, arranging insurance policies
- Reconcile the payments and receipts, working for claims, maintaining data in MS-Excel and reporting to Management.

SKILLS

- TYPE WRITING LOWER AND HIGHER IN ENGLISH PASSED WITH DISTINCTION
- TYPE WRITING LOWER IN TAMIL PASSED WITH DISTINCTION
- MS OFFICE AUTOMATION CERTIFICATE
- ORACLE, TALLY

PROCESS ASSOCIATE

CAP GEMINI BUSINESS SERVICES (INDIA) LTD | FEB 2015 - AUG 2016

- Making reports, data in Excel
- Uploading accounting files in oracle
- Reconcile the payments and receipts
- Handling customers and grievances .
- Got spot award for excellent performer

ACCOUNTS EXECUTIVE

TVE CERTIFICATION SERVICES PVT LTD | FEB 2014 - JAN 2015

- Making reports, data in Excel
- Uploading accounting files in Tally
- Reconcile the payments and receipts
- Maintaining staff attendances
- HR Payroll activities.

LANGUAGES

- PROFESSIONAL PROFICIENCY IN TAMIL AND ENGLISH.

REFERENCES

MR. S. MANOCHANDAR PH.D
HEAD / CARE BUSINESS SCHOOL

MR. CHANDRU PH.D
HEAD/NALANDA BUSINESS
SCHOOL