



PROFESSIONAL SUMMARY

Having 15+ Experience in Business Operations, Senior Executive and MIS Reporting Efficient in performing the administrative and back end tasks of large-scale offices.

CONTACT DETAILS:

ARVIND.M

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E-MAIL:

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arvind022409@gmail.com

ADDRESS:

436,1st MAIN 1st CROSS, UDAYANAGAR,
BANGALORE-560016.KARNATAKA INDIA

EDUCATION:

2000-10th STD-BVNHS School.

2002-ITI-Electronic Mech-Acharya ITI

2007-BA Economics-Bangalore University

CERTIFICATION:

MCSA- 6048631

TRAINING:

2004- Apprenticeship Training in Indian Telephone Industries.

PERSONAL INFORMATION:

FATHER NAME- T.MUNIRAJ

MOTHER NAME-M.MANJULA

DATE OF BIRTH-02nd Oct,1980

MARITAL STATUS-MARRIED

PASSPORT #-H1346850(EXP)

LANGUAGES KNOWN-ENGLISH, KANNADA, HINDI,
TAMIL and TELUGU.

SKILLS:

IT Skills-Installation and Trouble shooting

MIS Reporting and MIS Analysis

Customer Query and Handling.

CORE COMETENCIES:

Time management & Professional and mature.

REFERENCES:

SHANKAR-FRIEND-9900393157

SHIVARAJA-WORKED-9535291770

LINKEDIN PROFILE:

www.linkedin.com/in/muniraj-arvind-7ab165224

Professional Experience:

YUBI- Senior Executive-06th Oct, 2022 to Present Day.

Finfort Management is changed to YUBI Company from 01st May, 2023.

- Finfort is LLP Company who is into provide service to Banking Sector.
- Worked GST, ITR and Integrated Daily Order's and share MIS Reports to Clients
- Worked on Daily Dashboard and share to Management
- And creation and deletion of OCS and ODS tool access ID's
- Worked on TAT reports
- Cancellation Reports, Calls and Download Report
- Worked on Monthly Invoices share to Banks and maintained confidently.

Accenture India PVT ltd-Business Operations Associate (SME)-01st Sep, 2015 to 06th Jan, 2022.

- Accenture is MNC Company who is into IT, Financial and Client service provider.
- Managing FEDEX APAC Countries Transactions in Client SLA's, Customer Rates, Customer RCA (Query and Escalations), QCF Controls and Team Management Activities.
- Worked on SAP, Mainframe, Lotus, O365, Salesforce and Workflow Tools.
- Appreciated for the Created Bulk Accounts for Indonesia Country, Client SLA and GRI uploads.

TNT India PVT ltd-Billing Officer (SME)-17th Feb, 2014.-31st Aug, 2015

- TNT is MNC Company who is into International Courier and Logistics service provider.
- Managing TNT Indonesia Transactions in Validation Consignments, Customer Account Creation, Rates and Hand pricing.
- Worked on Mainframe, Lotus, Salesforce and Workflow Tools.
- Appreciated for the Outstanding Contribution in Billing.

Bacardi India PVT ltd-MIS Executive-03rd Sep, 2013-14th Feb, 2014 (Payrolls of Randstad)

- Bacardi is Cuba Company who is into produce and sale liquor within the country.
- Managing Daily, Weekly and Monthly Sales MIS Reports, ASM Reports, BII, BIO and Competitive Brands sales Report and Metro Sales for South India. KSBC stock approval from Government Departments.
- Worked on QAD Software for creating Purchase order.

HSBC EDPI PVT ltd-MIS Executive-21st Jun, 2010 to 28th Feb, 2013(Payrolls of CBRE-DTS)

- HSBC is MNC Company who is into Financial Banking Service Provider.
- Worked in Transport Process in Audit and validating the trip sheets by Drivers and approve KMS. Preparing Bi-Monthly and Monthly Billing for the Vendors. Worked in Transport Operations. And to provide the MIS Reports to the Management.
- Worked on TMS Software.

ADS Solutions PVT ltd-System Administration and Client Support-1st Jun 2005-19th Jun 2010

- ADS solutions is India Company who is into Medical Transcription Service Provider.
- Installing and Troubleshooting for Windows NT, XP, Server 2000 & 2003 Operating Systems .Worked with Active Directory –DNS, DHCP, File and Folders Sharing, Printer and Scanner Assess, Creating User Accounts and set passwords to apply policy. Patches and updates. Maintain the file Backups and worked on Anti-Virus. Worked with Fileserver and FTP Server.
- Worked on Mailbox Access,
- Downloading and Uploading the Voice file and Transcribe file to various FTP and Sites. Allocation of files to the team and Home Based Transcription. Support US Client and Doctors.
- Appreciated for the best performer for supporting client.

I assert you that the information furnished above are all true to my knowledge.

Yours Sincerely
(ARVIND.M)