**ARUN**

[**ARUN.175517@2freemail.com**](mailto:ARUN.175517@2freemail.com) ****

**CAREER OBJECTIVE**

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**PROFILE**

* MBA in HR & International Business Management and Bachelor of Technology in Electronics& Communication having a professional experience of 3.5 years in Project Management as well as Engineering field.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **DISCIPLINE** | **COLLEGE** | **UNIVERSITY** | **MARKS %** |
| **MBA** | HR & IBM | IIMTS | MG | 81 |
| **P.G DIPLOMA** | EMBEDDED SYSTEMS | KELTRON | KERALA | 80 |
| **B.TECH** | ELECTRONICS & COMMUNICATION | PRIST | PRIST, TAMILNADU | 67 |
| **HSE** | COMPUTER SCIENCE | BHSS NTA | KERALA | 67 |
| **SSLC** | SCIENCE | PKSHSS KJM | KERALA | 82 |

**CERTIFICATION**

* General Course on Intellectual Property Rights from WIPO, Switzerland
* P.G diploma in Advanced Embedded Systems Design, Kerala University
* Java Programming with B+ Grade from CDAC

**WORKING EXPERIENCE**

* + Working as Project Scientist at Kerala State Council for Science Technology

and Environment. (sep2015- till date)

* + Worked as Project Associate at RR donnelley,Technopark,Trivandrum.

(feb2013-may 2014)

* + Worked as Graduate Trainee at Keltron IT,Trivandrum.

(june 2012 – jan 2013)

**CAREER SUMMARY**

* **1. Kerala State Council For Science Technology And Environment (TDPMD Division)**

1. Instrumental in Project Managent, Especially in Technology development and Management.

2. Professional experience and hands-on experience on IP matters like patent search, analytics,

prosecution, drafting.

4. Had to worked with constantly new inventions and cutting-edge technologies, with each project.

5. Instrumental in Project Presentation and Project handling and estimation.

6. Solving skills in constructing and conducting patent searches using various search engines.

6. Responsible for conducting patent search projects to the expected qualities and on a timely manner.

7. Understanding invention disclosures in their technical area; constructing and conducting search

strategies; and completing a search report.

8. Experienced in handling and managing the patent related works.

9. Conducting the prior art database search, for the technical understanding of the invention disclosure.

10. Patent facilitation and provided proper guidance to the inventors in filing patent for their inventions.

11. Instrumental in Co ordinating and monitoring awareness programmes like Seminars, exhibitions and

Workshops.

12. Responsible for the editorial and printing works of the IPR Brochure which is publishing by PIC-Kerala.

* **2. RR Donnelley India Outsource Pvt Ltd**

1. Developing and maintains a detailed project schedule which includes administrative tasks and all

sites involved in the project.

2. Participation in R&D Team Meetings.

3. Coordinated meetings, including travel arrangements and expense reports.

4. Maintaining Project Managers calendars.

5. Supporting the project management office to ensure all project administration tasks are completed in

accordance with customer and internal processes and governance.

6. Supporting resource planning activities to ensure quality of services delivery on projects, and effective

support of the operational policies and procedures.

7. Ensuring that all the daily, weekly and monthly support activities required delivering on customer

project schedules and deliverables are completed in a timely manner.

8. Drafting of meeting agendas and meeting minutes.

9. Provided customer support, and implementation coordination.

10. Supporting project team to successful project completion.

11. Implementation of project administrative tasks according to requirements.

**SKILLS**

* Project Management, Co ordinating Technology developing and Management, Client Relationship management, Documentation, Project Presentation, Patent related tasks like searching, drafting, report documentation, Technokogy Analysis.
* **Hardware skills**: Embedded systems Design, Eagle PCB design, Keil, P-Spice, Mat Lab, Excellent

knowledge of assembly languages Microprocessor 8086 and Microcontroller 8051.

* **Programming language**: C, C++, JAVA,EmbeddedC.
* **OS** : MS Office, MS Windows, RHE Linux, MS DOS,Windows98,NT,2000,XP.
* **Graphics skills**: Macromedia Flash, Macromedia Fireworks, Adobe Photoshop,AUTOCAD.
* Knowledge of Email Clients: Microsoft Outlook 98/2000/2007/2010, MS Outlook Express, Thunderbird.

**PERSONAL INFORMATION**

Date Of Birth : 28/05/1987

Nationality : Indian

Languages Known : English, Hindi, Malayalam, Tamil

**PASSPORT DETAILS**

Date of issue : 26/08/2010

Date of expiry : 25/08/2020

**ABILITIES**

* Ability to learn & work independently with minimal training.
* Ability to analyze, troubleshoot and determine technical problems,
* Possess good Interpersonal Skills & Team Sprit.
* Interested in learning Futuristic Technologies & Management Courses.
* Comprehensive problem solving abilities.
* Innovative and like to Implement new ideas.
* Achievement oriented with excellent communication skills
* Willingness to learn team facilitator hard worker.

**DECLARATION**

I here by declare that the details furnished above are true to the best of my knowledge.