**CURRICULUM VITAE**

**ARUN**

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Dubai, UAE

**CAREER OBJECTIVES**

**To work for an organization where I can explore my knowledge for the development of organization as an active member of a dynamic team while developing my skills yet further in emerging fields.**

**EDUCATIONAL QUALIFICATION**

1. **Post Graduation in Master of Business Administration (MBA)- from SREEDEVI INSTITUTE OF TECHNOLOGY AFFILIATED TO VTU ,MANGALORE.- 2015**
2. **B.COM –from CO-OPERATIVE ARTS SCIENCE COLLEGE UNDER KANNUR UNIVERSITY-2013**
3. **Higher secondary, Commerce, Board of Higher Secondary Education of Kerala - 2010**
4. **S.S.L.C, Board of Public Examination Kerala -2008**

**WORK EXPERIENCE**

1. **Organization : India-based Company**

**Job title : Business Development Manager**

**Year of Experience: 3 Years( 2016 December -2019 December)**

1. **Organization : DEVAN ENTERPRISES KASARGOD KERALA**

**Job Title** **:**

**Year of Experience :**

**Junior Accountant**

**1 Year( 2015 October -2016-August)**

**CAREER PROFILE**

* Detail oriented, efficient and organized professional with extensive experience in accounts, inventory and sales.
* Displays solid interpersonal skills, business knowledge, and critical thinking skills
* Excellent ability to maintain accounts works
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Communicating effectively with customers to build strong customer relationships.
* Excellent written and verbal communication skills
* Highly committed, reliable, responsible and hard working.
* Eager to learn, innovative, creative and ambitious
* Highly trust worthy, discreet and ethical.
* Willingness to work in a flexible schedule and high workload

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**COMPUTER SKILLS**

* Proficient in MS office (Excel, Word, Power point, Access, Outlook)
* DCA (Diploma in Computer Application)
* Accounting Software :Tally

**PERSONALDETAILS**

|  |  |  |
| --- | --- | --- |
| **** | Date of Birth | : 09-May-1993 |
| **** | Sex | : Male |
| **** | Marital Status | : | Single |
| **** | Nationality | : | Indian |
| **** | Current Location | : Dubai |
| **** | Visa Type | : On Visit Visa |
| **** | Languages Known | : English , Malayalam, Hindi, Tamil, |

**Declaration:**

I hereby sincerely and solemnly affirm that the above stated information are true to the best of my knowledge and I assure you to give the best of mine.

**ARUN**

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