

ARUNJITH S

Date of birth: 06/07/1984 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+91) 9961208068 (Mobile) |

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About me:

I am taking the liberty of addressing this letter to you as I am seeking a career opportunity with your organization. I have good experience in the field of retail with full of energy to take up any position matching to my experience. I am a smart working person, result oriented and professional. I believe in punctuality, team work, principle of the company and work according to the situation..

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	B1	C2	C2	B2
HINDI	B1	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● EDUCATION AND TRAINING

09/06/2006 – 10/04/2008 Trichy, India

MASTER IN INFORMATION TECHNOLOGY Bharathidasan University

Address Trichy, Tamilnadu, Trichy, India

14/03/2005 – 15/03/2008 Kollam, India

BACHELOR IN INFORMATION TECHNOLOGY Punjab Technical University

Address Kollam, Kerala, Kollam, India

● WORK EXPERIENCE

09/08/2009 – 08/02/2010 TRIVANDRUM, India

SOFTWARE APPLICATIONS MANAGER GIVION SOFT MAKE

Developing Softwares and Analysis Programing software .

12/10/2010 – 03/02/2013 Abhudhabi, United Arab Emirates

DEMOLITION SUPERVISOR SPARK SECURITY SYSTEM

The supervisor's overall role is to communicate organizational needs, oversee employees' performance, provide guidance, support, identify development needs, and manage the reciprocal relationship between staff and the organization so that each is successful.

13/07/2015 – CURRENT TRIVANDRUM, India

MANAGER ASIAN ASSOCIATES

The majority of the managerial duties they carry out involve **hiring, developing, and terminating staff members**. They also hold frequent one-on-one meetings with staff members to provide advice and

guidance on how to improve in their roles and make sure team members have the tools they need to do their jobs well.

● **DIGITAL SKILLS**

Typing speed 100wpm | Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Google Docs | Outlook | Skype | Microsoft Word

● **ADDITIONAL INFORMATION**

HOBBIES AND INTERESTS

Travelling Travelling for studying the different cultures of our earth.

Reading Reading Books

DRIVING LICENCE

Driving Licence: AM | 23/10/2013 – 22/10/2030

Driving Licence: A1 | 23/10/2013 – 22/10/2030

Driving Licence: B | 23/10/2013 – 23/10/2030

COMMUNICATION AND INTERPERSONAL SKILLS

Verbal. Listening. Written Communication. Non-Verbal Communication.

- Very Good in Verbal.
- Listening.
- Written Communication.
- Non-Verbal Communication.

I can improve personal and professional relationships by helping you to express my thoughts and convey my intent clearly.

ORGANISATIONAL SKILLS

Team Leading Organizational skills are about building structure, boosting productivity, and prioritizing the right tasks at the right time.

The antithesis of organizational skills is procrastination, clutter, inefficiency, and miscommunication.

Organizational skills mean you're able to keep yourself calm while coming up with a scheduled plan. Many people with good organizational skills break up projects into smaller goals so they are easier to accomplish.

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness above mentioned particulars.

Trivandrum , 05/01/2023



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