



ARJUN K J

CONTACT

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Kerala, India

ACADEMIC CREDENTIALS

MBA (Systems & Marketing)
(2018)

JBS@JCET, Palakkad, Kerala

B.COM (Computer Application)
(2016)

Cherpulassery College of Science
and Technology, Palakkad, Kerala

COMPUTER PROFICIENCY

MS Office ★★★★★

MS Word ★★★★★

MS Power Point ★★★★★

MS Excel ★★★★★

Tally ★★★★★

Internet & Email ★★★★★

LANGUAGES KNOWN

English ●●●●○

Malayalam ●●●●●

Hindi ●●●●○

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Multi-tasking ability

Innovative

Dynamic

Team player

Excellent presentation skills

Leadership quality

Analytical skills

Good Communication

Inter personal skills

Reasoning ability

EMPLOYMENT CHRONICLE

OFFICE ADMINISTRATIVE ASSISTANT (FEB 2021 - JUNE 2023)

EMINENT BUILDERS AND INTERIORS

KEY RESPONSIBILITIES

- Organized, stored, and retrieved files to enhance daily operations and support customer needs.
- Generated reports and typed letters in Microsoft office for maximum impact and results.
- Managed Documents by Organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Assisted customers by answering questions and fulfilling requests.
- Assisted with planning office events, including site visits

BACK-OFFICE SUPPORT EXECUTIVE (MAY 2019 - OCT 2020)

SITICS LOGISTICS SOLUTIONS PRIVATE LIMITED

KEY RESPONSIBILITIES

- Handling the Documentation Verification process such as Maintaining, Arranging, Mailing, etc.
- Making Entries in Company's Software.
- Coordinating with other region teams relating to documentation, Forms, etc.
- Handling phone calls.
- Assign an employee ID to the employee, manually or automatically.
- Maintain Employee Transportation Data.
- Assisting the Front Office team.
- Assisting with inventory control.
- Organizing staff meetings and updating calendars.
- Assisting and supporting management.

PERSONAL STRENGTHS

COMMUNICATION - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

SERVICE - Having a client focused approach Skills include Patience, Attentiveness and a positive language.

ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.

MANAGEMENT- Management skills to direct others and review others performance.

PASSPORT DETAILS

Passport No : P2811565

Date of expiry : 21/07/2026

Place of issue : Cochin

INTERESTS



Songs

Cricket

Travelling

TECHNICAL SKILLS

- Certified in Master in Financial Accounting.
- Attended a 2-day Workshop on Digital Marketing organized by Carpe Diem in association with IIM Calcutta on 25th and 26th November 2016 at Jawaharlal Business School.
- Certified in Micro Analysis of Financial Statements a Unique Approach on 3rd November 2016 at Jawaharlal Business School.

PROFESSIONAL ASSOCIATION MEMBERSHIP

- Student member of NIPM (National Institute of Personnel Management Kochi Chapter, Kerala)
- Student member of ISTD (Indian Society for Training & Development- Kochi Chapter, Kerala)

INTERNATIONAL EXPOSURE

- Visited International university of Malaya-Wales in Kula Lumpur, Malaysia.
- Visited Royal Selangor Pewter factory in Kula Lumpur, Malaysia as part of industrial visit during MBA Program.

INDUSTRIAL VISIT

- **MBA TRI-SEMESTER I**
Undergone for a visit in Milma Production Unit, Kalepully, Palakkad.
- **MBA TRI-SEMESTER II**
Undergone for a visit in Tollins Tyre Factory, Angamaly, Thrissur.
- **MBA TRI-SEMESTER III**
Undergone for a visit in Paragon Steels Pvt Ltd, Kanjikode, Palakkad.

PROJECTS & INTERNSHIPS

- Project as a part of ug degree on the topic quality of work life among employees with special reference to instrumentation ltd, Kanjikode.
- Completed internship project on overall organizational study at kse ltd, Irinjalakuda.
- Completed MBA final project on a study on internal marketing and employer branding with special reference to steel industrials kerala limited, Athani.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

ARJUN K J