



# ARUN ANIL KUMAR VASANTHA

## ABOUT ME

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Date of Birth : April 27, 1993  
Nationality : Indian  
Gender : Male  
Driving License: UAE-manual  
3, India-Heavy license  
Marital Status : Married

## CONTACT

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Phone:+91 8330094161  
Email: arunanilkumar6498@gmail.com

## SOFTWARE

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MS Office  
Orion System  
Orion fleet

## SKILLS

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Language: Hindi, English,  
Malayalam, Tamil

## PASSPORT DETAILS

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Passport No : W0273616  
Renew Date : 20/06/2022  
Expiry Date : 19/06/2022

## CAREER OBJECTIVES

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To excel in corporate career through consistent efforts, knowledge and experience and aid the organization in achieving its set objectives and goals while aiming for constant professional as well as personal growth.

Committed to operational efficiency and adept at working within a team setting to ensure all members are on the same page. Interested in continually pursuing additional education and learning more about the industry.

## MY UNIQUE DIFFERENTIATORS

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- 8years' experience in Customer service field in different position sales man & Driving

## ACADEMIC QUALIFICATIONS

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**Bachelor of Business Administration**, Madurai Kamaraj University, Madurai.

## Technical Skills

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- Tally
- MS Office
- Computer Fundamental
- Data Entry

## PROFESSIONAL EXPERIENCE

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### **IBS Software Solutions (India,kerala)**

*Dec 2021 - Jan 2023*

#### **Driver&Travel Desk Operation**

##### **Roles & Responsibility**

- Manage day to day travel schedule
- Communicating with the person travelling regularly
- Communicate with cab drivers to inform assigned duties and destinations
- Manage emergency changes/cancellations
- Handle all incoming travel requests and the processes that follow after
- Handle visa applications and formalities promptly
- Update HR on travel/leaves to be properly recorded
- Take pick up and drop off duties by self in case of emergencies

### **Europcar Rent a car ( Dubai)**

*Mar 2017 -Oct 2021*

#### **Limousine Driver**

##### **Roles & Responsibility**

- Drives clients to their destination or event and picks them up at the scheduled time.
- Maintains records of travel time and expenses for each trip.
- Inspects the cleanliness of the limousine and confirms it has the food or drinks requested by the client.
- Ensures that the limousines maintenance schedule is up to date, confirms that there are no mechanical issues.
- Schedules maintenance for the limousine.
- Performs other related duties as assigned.

### **AL- Mubarak Sewing Equipment Text TR LLC ( Sharjah) June 2015 – Mar 2017**

#### **Sales Man**

##### **Roles & Responsibility**

- Greeting customers and directing them to the available sales person
- Overall, in charge for the Wholesale.

### **Rashtriya Swasthya Beema Yojana (Kerala, India)**

*Apr 2014 – May 2015*

#### **Supervisor**

##### **Roles & Responsibility:**

- Attending customer for government related services
- Assigning job to the operator, cash collection, assigning technician to the customers.

## **DECLARATION**

I hear by affirm that all the information in this document is accurate and true to the best of my knowledge.

**ARUN ANIL KUMAR VASANTHA**