

ARJUN K UDHAYAN *Administrator*

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📅 18th May 1999 🇮🇳 Indian 🏠 T4859273 🍷 Single



Professional Experience

DRA Debt Recovery Agent

2022 – 2023 | Thrissur, India

HDFC BANK

- Conducting surveillance of individuals and businesses to determine whether they are at risk of fraud or other crimes
- Talking to people who have been victims of theft or fraud to gather information about the crime
- Working with lawyers to gather evidence in cases where a legal action may be required
- Working with financial institutions to recover funds from fraudulent accounts or sales, including working with attorneys or law enforcement agencies in cases involving large amounts of money
- Observing and documenting activity at locations where fraud has reportedly occurred
- Reviewing financial records and other evidence to determine whether a crime has occurred
- Working with local law enforcement agencies to recover assets in cases involving large sums of money

Installation Technician and Fitter (MGPS)

2020 – 2022 | Pune, Maharashtra, India

Sai Medical Systems

- Determines or obtains best daily route, assemble, deliver all needed equipment and educate patient and family on how to properly use equipment
- Ensures stock levels are appropriate and cleanliness in warehouse and delivery vehicle is up to highest standards
- Assists in cleaning, disinfecting and minor repair of said equipment
- Maintains a neat, clean personal appearance
- May be required to work Saturday/Sundays on a predetermined, rotating schedule
- Markets the company in a positive and professional manner at all times.

Accountant Cum Cashier

2018 – 2019 | Malappuram, India

Napco interiors

- Recording and categorizing incomes & expenses
- Preparing financial reports
- Analyzing financial data and recommend ways to help the organization run proficiently
- Manage the day-to-day petty cash system

Education

B.com

Higher Secondary

Kerala

SSLC

Skills

Customer orientation • Discretion and confidentiality • Written and oral communication

Records and document management • Concentration

Languages

English



Hindi



Malayalam



Tamil



Declaration

I do hereby declare that the information furnished above is true to the best of my knowledge.