Curriculum Vitae

* **NAME : VARUN . M**
* **E-mail : [mvarun53503@gmail.com](mailto:mvarun53503@gmail.com)**
* **Mobile no : +91 8300370327 / +91 9626271992**
* **Objectives:**
* To seeking an employment opportunity to utilize my knowledge and experience to realize the pleasant and challenging environment with teamwork progressing the industrial relations make an enrichment for prospective optimistic career development as an entrepreneur in future requirements leading well.

* **PERSONAL INFORMATION:**
* Father’s Name : Mani A
* Mother’s Name : M Kumudha
* D.O.B : **27-May-1993**
* Gender : Male
* Martial Status : Single
* Religion : Hindu
* Nationality : Indian
* Language Known (R,W,S) : Tamil, English, Hindi
* Residential Address : 1/843, Nellumandi Lane, Kasu Kadai Street,

Thanjavur - 613009.

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| **S. No** | **Name of the Institutions/University** | **Course Studied** | **Year of Passing** | **Percentage/**  **CGPA** |
|  | ST. PETER’S HIGHER SECONDARY SCHOOL | 10TH | 2009 | 78.4 % |
|  | ORIENTAL HIGHER SECONDARY SCHOOL | 12TH | 2011 | 67.4 % |
|  | ALAGAPPA UNIVERSITY | B.B.A | 2019 | 60 % |

* **EDUCATIONAL QUALIFICATION:**
* **TECHNICAL & COMPUTER OPERATING SKILLS:**
* Application Packages & Software : Working Efficacy in MS – Office, MS - Outlook,
* Office Software Packages : Siebel CRM, Hire-Craft (Talent Acquisition Software)
* Other Skills : Handling Internet operations, System Maintenance,

Letter drafting, Data entry in ERP - CRM software

Operating support, Back Office Assistance,

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| **S. No** | **Name of Certificate Course** | **Division/Class** |
| 1.)  2.)  3.)  4.) | Hindi PRATHMIC  Hindi MADHIYAMA  Hindi RASTRA BASHA  T.I.M.E NATIONAL SCHOLARSHIP TEST | 60% first class  81% Second class  70% Second class  Top 25% |

* **SKILL DEVELOPMENT:**
* **EXTRA – CURRICULAR ACTIVITY:**

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| --- | --- | --- | --- | --- |
| **S. No** | **Name of the Organization / Troop** | **Unit / Battalion** | **Certificate Level** | **Grade** |
| 1.) | NATIONAL CADET CORPS (NCC)  TROOP NO. **74** | 34 (TN) INDEP COY NCC  THANJAVUR | JUNIOR DIVISION (JD)  ARMY WING  LEVEL A | “A” |

* **WORK & TRAINING EXPERIANCE:**
* M.GHEEWALA GLOBAL HR CONSULTANTS – MUMBAI – **Data Entry Operator cum (Office Coordinator),** Feb 2021 – Nov 2022

Role: Candidates Data’s making in MS Excel, Data entry and uploading the CV’s in the **HIRECRAFT – ERP CRM** system software, Retrieve the Candidate Database by checking Passport number, Process the RSPD(Recruitment, Selection, Placement & Departure), Receive/Sending the mails via Email and Physical letters despatch to the Organizations, Agent Registration, Process the Documents forward to the concerned Department(Visas/Stamping), Checking/Sending the Gulf Selected candidates to the Medical Test Centres, Supporting to the Office Administration, Attend an enquiry Calling by both the Client/Candidates, Line Up the Candidates for an interview, Attending the Event Interview, Follow the **5S**, Safety Policy Procedures, Taking the complaint/grievances from the Candidates/Clients/Agents and process immediately, Assistance for Sourcing & Screening the Candidates profiles as per the relevant experiences & educational qualifications based on the requirements, Posting/Checking the JD on the Social Media sites(Naukri, Monster, LinkedIn, Shine, Timesjobs, Facebook), General Office Management Supportive Activities, etc…

* K.SIVAKUMAR M.A.B.L., Law Firm – **Office Clerk (Legal & Court)**, Jul 2020 - Jan 2021-(COVID 19 - Period)

Role: Legal related responsibility, To preparing legal Opinion Documents for the Personal/Mortgage/All the Loans, Other Office works & preparing the Court Case work related Documents assigned toSend/Receive by the particular Concerned Court etc… An Attending the Court when required my senior staff called me on time.

* ABI & ABI Motors (TATA MOTORS Dealership) - **Data Entry cum System Coordinator**, Jun 2019 - Jul 2020

Role: Office Management Supportive Activities and Data Entry assistance, Tele calling etc...

* NBS Air Travels – **Assistant** **Travel Consultant**, Feb 2018 - Nov 2018

Role: Office Works & Accounts Maintenance, Taking Reservation from the Passengers, Recommend Tour planning and Execution, Selling Tour Packages & Promote tourism areas to the Customers...

* SSB Tata Motors Pvt Ltd - **Customer Advisor (Sales & Service Division – 4,Wheeler)**, Jun 2015 - Jun 2016

Role : To execution of the process of advertising, Promoting, Branding for both Passengers and Commercial vehicles of the TATA MOTORS Four wheeler vehicle. Taking Order/Booking from the loyal Customers – Attending the Service areas identify the which Vehicle under service – Issuing the Job Card to the Customers, Deliver the new/serviced vehicles, Floor walkin enquiry assistance.

* **INTRESTS, STRENGHT & HOBBY**
* Interest : Playing Basket Ball, Listen Organ Keyboard Music, Flute Music.
* Strength : Adapt with the teamwork, Accept the Challenges at Work Place
* Hobby : Tour Travelling, Reading news Paper, Cycling
* **PASSPORT DETAILS:**
* Passport Number : **R3504159**
* Category : ECNR
* Date of Issue : 31/07/2017
* Date of Expiry : 30/07/2027
* **PHYSICAL DETAILS:**
* Height : 170 Cms (5.7 Feet)
* Weight : 85 Kg
* Eye sight : 6/6 & 6/9
* **INTER – PERSONAL SKILLS:**
* Ability to understanding the situations.
* Enthusiastic to learning new information.
* Organizing ability and Social adaptability.
* Ability to influence the group.
* Analyze and resolve the problems.
* Secrecy to keeping details.

**Declaration**

I do hereby declare that furnished above the information’s are correct and true to the best of my knowledge and belief. If any given above the information is being found as an incorrect**/**false by me the organization can take right to cancelled **/** terminated my candidature as per the organization rules and regulations.

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DATE: Signature of Candidate

PLACE:  **NAME: (*M.VARUN*)**