

ARUL RAJ

Data Entry | Cashier | Accountant

✉ aaarul25@gmail.com [in linkedin.com/Arul Raj](https://www.linkedin.com/Arul Raj)



EXPERIENCE



Office Admin | Cashier / Admin Team

SMPT.College | [INDIA](#) | 2019 – 2021

Managing certain calls, emails regards college admin department & totaling students bill and collecting payments.

Lecturer / Mechanical Department

SMPT.College | [INDIA](#) | 2016 – 2019

To teach engineering students, and to pass on engineering expertise, include developing course material and curricula, attending conferences supervising the students

Lecturer Trainee / Mechanical Department

SMPT.College | [INDIA](#) | 2015 – 2016

Instructs students in the field of mechanical engineering assesses students performance by administering tests and examinations.



Supervisor / Operations

Skylift Enterprises | [INDIA](#) | Dec2014 – 2015

Setting goals for performance and deadlines in ways that comply with company's plan .



Operation Assistant/ Manufacturing

EOT Crane Mfg | [INDIA](#) | Jun2014 – Dec 2014

Assist the manager with operational issues, schedule meetings and team building session as required.

ARUL TOP SKILLS

Auto CAD | MS Excel | MS Office | Adobe Reader(Book Align)

MOST PROUD OF



Office Admin | Cashier

Completes clerical and administrative tasks for an office



Lecturer | Contributions to others

Teaching programs according to the strategies, policies, and procedure of the institute.



Sports Mentality & Gym Workouts

Not Only have career growth steps, instead of this I'll spent my times with gym workouts & diet programs.

ATTRIBUTES

ENGLISH(Fluent)

TAMIL(Native)

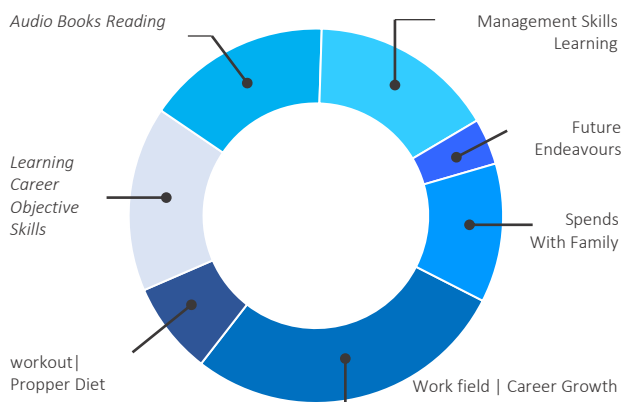
HINDI(Intermid)

Personal areas of growth

Quick Proficiency Learning

Technical Program Management

HOW I STRUCTURE MY TIME



EDUCATION



B.E. Mechanical Engineering

Thanthai Periyar Govt.Institute of Technology | Vellore

- Specializations | Mechanical Engineer
- CGPA 7.59%



HSC(2010) SSLC(2008)

- HSC | 92% - St.paul's higher.sec.school
- SSLC | 89% -St.paul's higher.sec.school