



ARUN K MATHEW

Contact number:

+971581095473, +971505864611,

WhatsApp no:

+919633150046

EMAIL ID:

arunkodiyattu@gmail.com

PERSONAL DETAILS

Date of Birth. : 10/05/1993

Marital Status : SINGLE

Nationality : INDIAN

VISA STATUS

Visit Visa

Driving license:

gov.of India

EDUCATION:

Bachelor of science botany(degree)

Diploma in professional accounting

Diploma in professional interior design

Certification course:

CCTV cyber security and hardware install

LANGUAGES KNOWN

English ,Hindi, malayalam
Tamil,kannada

Curriculum vitae

POSITION APPLIED:

**COMPANY COORDINATOR & CUSTOMER
RELATIONSHIP MANAGER**

PROFESSIONAL SUMMARY

Dedicated Customer relation manager and an efficient Project Coordinator with eight years of experience in leadership roles with strong communication and Interpersonal skills. Focused Individual with proven capability in Office administration, seeks a suitable position in your esteemed reputed Company. Knowledgeable in office management best practices and multitasking with an exceptional level of accuracy. Effective in time management and capable of handling high pressure situations with ease.

SKILLS

- Effective communication and Interpersonal skills
- Efficient Customer relation skills
- Strong problem solving and decision making skills
- Expert Project Management skills
- Excellent time management and Organizational skills
- Proficient in Microsoft-Excel, word,powerpoint,Tally,3DSMax

WORK EXPERIENCE

Total 8 years of experience

- Gilgal engineering (company coordinator & customer Relationship manager) 2020-2021
- HYDRACON(manufacturer steam generator)
Company coordinator 2016 - 2020
- Moria child development center(facilitator administration)
2014 - 2016
- FEDRRAL BANK kerala india (loan verification office for part time
- Akshaya e-center kerala administration office work part time

WORK EXPERIENCE SUMMARY

- **GILGAL ENGINEERING (company coordinator & customer relationship manager) 2020-2021**

Gilgal Engineering is established during 2015 with a vision to cater the requirements of panel assembly, wiring And integration as per customer design. Service provider to Electrical Power Management sector through Assembled, wired and integrated Control panels, and Hospital EQUIPMENT, Protection panels, Automation Panels, sub-assemblies, etc. and similarly through Railway Signaling panels and its sub-assemblies for Railway Signaling Industries Communicate frequently to verify all parties are properly equipped with requirements, necessary tools and Deadlines to meet company development and renovation goals Coordinate tasks, schedules and budgets to consistently complete 90% of projects on time

Analyze and track data, informing Project Manager of status updates and projections; predicted potential risk and collaborated to develop actions that reduced threat to objective Prepare financial and progress reports and communicate information about these to relevant staff Office administration including

ABB project handling, purchase And GST billing, customer Service support Attend all kind of customer and internal audits in warehouse departments Arrange and preside daily meeting, discuss and review the issues and day today work plan Responsible for daily and monthly company reports.

Monitor and ensure all materials are issuing only against the work order.

- **HYDRACON(manufacturer steam generator) relationship manager 2016 - 2020**

Project coordinator, administration,

Established and updated project plans and clearly communicated objectives to stakeholders and management

Team Researched vendor pricing and availability and negotiated savings of \$6K in product costs

Addressed and resolved concerns raised by contractors, minimizing hurdles and setbacks

Involving sale and customer service, and account work Communicate requirements to relevant departments and employees to keep progress on track

Work closely with project manager planning projects and preparing documents

Office administrator, sale, purchase, service including customer support

- **MORIA CHILD DEVELOPMENT CENTER(facilitator administration) 2014 - 2016**

Projectct facilitator (administration) Administration and including accounting work

Kept and maintained project files

Monitored project tracking systems

Performed general office support and administrative tasks as requested

- **FEDREAL BANK(loan verification and data editor)**

Part time Work in all office administration, Kept and maintained project files, uploads bank data in online and site visit

- **AKSHAYA E-CENTER (office part time work)**

KEY RESULT AREAS:

- Handling GST compliance activity to ensuring the Proper accounting of credit under GST regime.
- Making the weekly raw material plan as per production schedule.
- Maintaining Day to Day Job work activities like sending material, giving the plans, follow up of material, tracking of milk-run vehicles, and maintaining of records..
- Maintaining of day to day store inward & outward activities effectively.
- Making Monthly Stock statements to finance dept.
- Functional control on manpower activities across Stores and Warehouse for the daily activities.
- Maintaining & increasing the purchase efficiency by reducing cost & ensuring timely supply of materials
- Keeping track of proper statutory reports and filing of periodical reports
- Negotiation of the freight cost with the Transporters for the sub-con and domestic movement of vehicle.
- Monitoring Sub con activities and local vehicle management,
- Answering phone calls and emails
- Greeting clients and visitors
- Communicating with senior managers and other colleagues
- Answering customers' questions
- All types of business correspondence
- Written communication such as compiling reports, memos, faxes, and other documents
- Developing and distributing internal communications
- Using problem-solving skills to resolve office-related issues
- Assistance with choosing the best corporate travel agency to handle

Declaration:

In view of the above, I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above, for which of kindness. I shall be very thankful to you. I also promise that the above given information is true to my knowledge.

ARUN K MATHEW