



ARJUN RAJESH

Block M
Old No: 7,
New No: 79,
Asha Vihar Apartment
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DOB: 30/03/1998

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SKILLS

Communication
Adaptability
Working knowledge of MS Word and Excel
Ability to handle Pressure
Mentoring
Multi-Tasker

INTERESTS

Cricket
Chess
Video games

LANGUAGE

Read - English, Malayalam
Write - English
Speak - English, Malayalam, Tamil

EXPERIENCE

INNOVENT4S (THIS ORGANIZATION WAS AN OUTSOURCEE TO "SUPERBIA SUPPORT SERVICES")

Financial Administrator (Back Office Operations)

Duration : **02/08/2021 - 30/06/2023**

Responsibilities

1. Running of client portfolio Valuation reports
2. Liaison activities for clients with financial providers in connection with their investments.
3. Updating and storing of Information in the form of documents pertaining to client's personal details and their Investments in platforms such as Zoho One and Intelligent Office

SUPERBIA SUPPORT SERVICES

Client Analyst (Back Office Operations)

Duration : **03/07/2023 - 02/04/2024**

Responsibilities

1. Running of client portfolio Valuation reports
2. Liaison activities for clients with financial providers in connection with their investments.
3. Updating and storing of Information in the form of pertaining to client's personal details and their Investments in platforms such as Zoho One and Intelligent Office
4. Training of new recruits subject to tasks and Responsibilities undertaken by a Client Analyst.

EDUCATION

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

Bachelor of Business Administration

Grades - **67.4%**

Year of passing : **2016-2019**

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

Master of Business Administration

Grades - **84.5%**

Year of passing : **2019-2021**

PROJECTS

A STUDY ON CUSTOMER SATISFACTION IN "MICROMEASURES PVT LTD"

Duration: September 2018 - March 2019

ORGANIZATION STUDY AND INTERNSHIP REPORT OF THE "TRUE SAI GROUPS"

Duration: July 2020 - October 2020

A STUDY ON E-RECRUITMENT IN VIRTUSA

Duration: March 2021 - May 2021

ACHIEVEMENTS & AWARDS

Felicitated with a Certificate of Appreciation for work performance during the final Quarter of 2022.