

ARUNKUMAR M

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SUMMARY

Seek an opportunity to work in an esteemed organization which allows me to grow, learn and lead in my chosen career.

AREA OF EXPERTISE

- Quality – Final Inspection
- Accountant (Trainee)

CAREER SNAPSHOT

Quality – Final Inspector: J S Auto Cast Foundry India Pvt Ltd.	-- 04/7/2015 – 31/1/2024
Accountant (Trainee): Sri Krishna Motors (Yamaha)	-- 03/6/2013 – 14/01/2015

CAREER NARRATIVE

Quality – Final Inspector: J S Auto Cast Foundry India Pvt Ltd. 4/7/2015 – 31/1/2024.

- Establishing quality international standards for products a company produces.
- Reading blueprints and specifications to ensure that operations meet production standards.
- Recommending any necessary adjustments and changes to production processes.
- Inspecting and testing the materials and equipment produced by a company.
- Using gadgets such as micrometer screw gauges to measure products.
- Removing products that don't meet production standards and recommending strategies to improve product quality.
- Accepting or rejecting finished products and discussing inspection results with the production team.
- Use automated systems to perform complex testing procedures.
- Maintain records of testing, information and various metrics such as number of defective products per day etc.
- Prepare and submit reports to the quality manager.

- Assisting with financial and management accounts preparation for Sole Traders, Partnerships and Limited Companies
 - Assisting with managing client expectations and deadlines
 - Assisting with the preparation of personal and business tax returns.
 - Assisting with general administrative duties including meeting and greeting clients, filing, answering the telephone and supporting the team to meet deadlines as required.
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QUALIFICATIONS

- Completed M.Com (Computer App.), Annai Fathima College, Madurai, Tamilnadu, India. (April 2013)
- Completed B.Com (Computer App.), Annai Fathima College, Madurai, Tamilnadu, India. (April 2011)
- HSC – Board of Public Examinations Tamilnadu, India (April 2008)
- SSLC – Board of Public Examinations Tamilnadu, India (April 2006)

SOFTWARE EXPERTISE

- SAP

LANGUAGES

- Tamil – Native Language
- English - Fluent
- Malayalam – Fluent

SKILLS

- Tally ERP.9
 - MS - Office
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PERSONAL SUMMARY

Nationality : Indian
Date of Birth / Age : 10-09-1990 / 33 years
Passport Number / Passport Expiry : P8914558 / 21-03-2027
Visa held : Employment visa 18 – Kuwait (Local Transferrable)

Place :

Date : ARUNKUMAR M