



ARUN KUMAR

CONTACT

7012029131

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Munnar

EDUCATION

2004-2016

HIGH RANGE SCHOOL CBSE

- SSLC

2016-2018

SRI GVG VISALAKSHI

- HSC

2018-2020

Nehru arts and science College

- Bsc.Fashion Design

SKILLS

- Policy and procedure modification
- Reception operations
- Documentation and control
- Office correspondence
- Oral and written communication
- Office management software
- Records management
- Guest relations.
- Staff management
- Payroll and budgeting
- Proficient in Microsoft Office
- Fluent in English
- Microsoft Office Suite

LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Malayalam(Basics)

PROFILE

Motivational leader and organizational problem-solver with advanced supervisory, team building and customer service skills. Experience stepping into roles and quickly making positive changes to drive company success. Focused on using training, monitoring and morale-building techniques to maximize employee engagement and performance.

WORK EXPERIENCE

Kovai Residency Coimbatore

2023 - 24

Front office executive

- Managed customer complaints and rectified issues to complete satisfaction.
- Updated patient information in computer databases accurately and regularly.
- Executed on-time, under-budget projects by solving complex issues for senior leadership.
- Maintained inventory of office supplies and placed orders when necessary.
- Managed incoming calls and emails in a timely manner

The Prasanth by Paradise Munnar

Front Office Manager

2024 - 2025

- Oversaw CRM updates and backups, report generation, and troubleshooting requisition.
- Answered phones to respond to customer inquiries and transferred calls to appropriate staff members.
- Negotiated contracts with vendors to secure favorable terms and pricing.
- Planned and led team meetings to review business results and communicate new and ongoing priorities.
- Maintained accurate records of financial transactions such as cashiering activities, credit card charges

EXTRA CURRICULAR ACTIVITIES

- National Football championship, Mumbai
- Sahodaya Idukki state Football 1st prize
- Sahodaya Idukki State Football 2nd prize