

ARUN KRISHNA

(Opreation Officer)



ABOUT

I have professional **6 years** experience As a Opreation Officer, managing financial transactions, maintaining accurate records, and providing support to the finance team. This role requires strong attention to detail, excellent organizational skills, and the ability to work with Salesforce.

CONTACT



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EXPERIENCE

Role : Opreation Officer

Company : Cholamandalam investment and finance company limited

Year : June 2019 to Dec 2023

- Write performance reviews, counseling documents and quarterly coachings within prescribed deadlines for timeliness. Deliver to staff members as necessary.
- Provide back up for all Branch Manager duties when necessary.
- Prepare Regular Reports On Accounts Receivable Status, Including Aging Analysis.
- Reconcile Customer Accounts To Ensure Accuracy Of Payment Records.
- Cash Application And Creation Of Bad Debt Provision using Salesforce.
- Prepare Daily incoming/outgoing cash shipments to Head Office, according to schedule.
- Maintain Branch operational files according to retention and compliance guidelines.
- Ensure that courier bag schedules are being met.
- Assist in training new employees.
- Preparing Petty Cash Reports.
- Complete daily attendance sheet and daily EmpowerTime entry by established deadlines
- Schedule and deliver monthly staff meetings.
- Refer Legal Process requests to Head Office, per written instructions
- Prepare and review Branch Certifications in rotation with Branch Manager.

EDUCATION



MBA Hr &Marketing
2016 Anna University



BE Civil Engineering
2014 Govt of Tamilnadu

SOFTWARE SKILLS

- Sales Force
- Advance Excel
- Word
- PowerPoint

PERSONAL DETAILS

- Name : Arun Krishna
- Date of Birth : 17 July 1992
- Nationality : Indian
- Marital Status : Single
- Sex : Male

SKILLS

- Risk Management
- Customer Service
- Problem-Solving
- Planning And Organizing
- Team Management
- Cash Flow Managment

Role : HR Assistant

Company : George& Company Pvt.Ltd

Year : Oct 2016 – April 2018

- Provides payroll information by collecting time and attendance record.
- Welcomes new employees to the organization by conducting orientation
- Maintains employees information by entering and updating employment and status change data
- Schedules examinations by coordinating appointments
- Maintain employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.
- Submits employee data report by assembling, preparing and analyzing data.

CERTIFICATE

- National adventure and leadership school - *NALS Outbound*
- Aadhi Foundation - *Human resource*
- (IIT Kanpur) National Network Security Championship - Digital

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil