

## **ARUNA SUNDARI M    PROFILE**

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### **AIM**

- **To spread knowledge and wisdom which I acquire to the society to make it a better place to live in.**

### **CAREER ACHIEVEMENTS**

- Independently set HR / Finance / Systems process and procedures for the company.
- Taking care of entire back end operations and being a best support
- Excellent Psychoprofiling skill, People Selection.
- Effective Cost Saving Approach in every administrative work I did
- Provided individual coaching to middle and senior corporate staff and seen a positive outcome from them.

### **PROFESSIONAL EXPERIENCE**

- **FYMC Private Limited, Jan'99 – Till Date**

#### **As Director**

#### **In HR:-**

- Planning Manpower need of the company
- Selection, Recruitment, Induction, Appraisal, Exit Formalities
- Taking care of all statutory and HR Systems and Procedures
- To maintain harmony and decoram in the company environment
- Providing counseling to individuals
- Psychometric tools Analysis, identification and providing personality reports to individuals, Corporates and employees
- Coaching and Counseling using Psychometric tools and Analysis

**In Finance :-**

- Setting Targets for the company
- Managing and maintaining cost effective operations in the company
- Filing Company Returns, maintaining records and accounts, and liasoning with the departments and auditors
- To provide business strategies whenever there is need and requirement.
- Providing MIS information to the MD on company status.

**EDUCATIONAL QUALIFICATION**

- ✓ **Bachelor of Commerce** , Anna Adarsh College for Women, Annanagar – 1990-93, First Class
- ✓ **Post Graduate Diploma in Personnel Management and Industrial Relations** , MSSW, Egmore – 1993-95, First Class
- ✓ **Certification in Counseling Techniques** from Dr.Emmaeus Insititute of Psychology
- ✓ Completed Course on Meditation and awarded as “**BhramaGnani**” from SKY Foundation.
- ✓ **Masters in Business Administration** ,specialization in Finance -2003-06, First Class
- ✓ **Certification in “Coaching with Enneagram”** , 35.5 ACSTH from International Coach Federation
- ✓ **Certification in “ Psychodiagnosis”** from Dr.V.Chandramohan, MA, MPhil, Phd., Clinical Psychologist.

**TECHNICAL SKILLS**

- ✓ Excellence in MS Office skills: Word, Excel, PowerPoint
- ✓ Junior grade in English typewriting
- ✓ DTP designing in Pagemaker
- ✓ HTML coding and page creation

## **PERSONAL DETAILS**

Name - **Aruna Sundari M**

Father's Name - **Manivasagam N**

Husbands Name - **Prabakar R**

D.O.B - **03<sup>rd</sup> Nov'1972**

E-Mail - **[aruna@fymc.co.in](mailto:aruna@fymc.co.in)**

Address for communication - **No.9, VI Cross St, Shenoy Nagar West, Chennai 600030**

The above data is true to my knowledge. If you require any reference, I can provide it for your clarifications. Thank you.

Station : **Chennai**

Date: **24/Jul/14**