

Aaron Isaac Sam

Team Leader | Operations

Reference No: MILDCV-101468

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Address: no 2,vembuli amman kovil 7th cross street

PROFILE SUMMARY

A motivated and detail-oriented Business Administration professional with a strong foundation in accounting, operations, HR coordination, and digital solutions. Experienced in managing financial records, preparing invoices and proposals, coordinating with clients, and supporting website development and software testing. Skilled in Advanced Excel, Tally Prime, documentation, user manual creation, and process improvement. Adept at collaborating with cross-functional teams, handling operational responsibilities, and contributing to business growth through effective communication and problem-solving. Passionate about leveraging business and technology to deliver efficient, innovative, and customer-focused solutions while continuously expanding professional expertise.

PROFESSIONAL SKILLS

Operations Management	**Project Coordination**
Client Relationship Management	**Advanced Microsoft Excel**
Documentation & Process Management	

WORK EXPERIENCE

intern

MCC MRF Innovation Park | Chennai

May 2025 - Jun 2026

EDUCATION

B.com

Madras Christian college | Chennai

2021 - 2024

During my internship at MCC – MRF Innovation Park, I supported day-to-day operations and coordination activities to ensure smooth workflow and timely task completion. Gained practical experience in handling documentation, data entry, event/program support, and maintaining records.Additionally, contributed to basic finance-related tasks such as assisting in expense tracking, preparing simple financial reports, and maintaining records of invoices and payments. Supported budget

monitoring for events and programs, ensuring proper documentation and cost control. Assisted in data analysis using Excel for financial and operational reporting. Improved my communication, teamwork, multitasking, and analytical skills while assisting the team in administrative, operational, and financial activities.

KNOWN LANGUAGES

LANGUAGE	READ	WRITE	SPEAK	LEVEL
Tamil	Yes	Yes	Yes	Native
English	Yes	Yes	Yes	Advanced

PERSONAL DETAILS

Date of Birth: 19 Jun 2003	**Nationality:** India
Country: India	**Marital Status:** Single
Religion: Christian	**Driving Licence:** Yes