

Jothi Arumugam

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Sector-VII, R. K. Puram
New Delhi-110022

Experience

2008- Current India Development Foundation Gurgaon

Research Assistant

- Working on Fertilizer subsidies in India
- Data collection through secondary sources and processing as per the need; and representing with analysis.

Projects Completed:

- Construction and analysis of Input-Output table for 26 sectors for the year 2005, funded by IDE- Japan (Involved in collecting data such as value added and value output of various sectors of the economy, export and import data from National Accounts Statistics (NAS), Central Statistical organization (CSO) etc.)
- Construction and analysis of Input- Output tables for 130 sectors for the year 2004-05 funded by Finance Commission (Involved in collecting data such as value added and value output of various sectors of the economy, export and import data from National Accounts Statistics (NAS), Central Statistical organization (CSO) etc.)
- Construction and analysis of Social Accounting Matrix (SAM) for all states for the year 2003-04 funded by Finance Commission (Involved in collecting data such as value added and value output of various sectors of the economy, export and import data from National Accounts Statistics (NAS), Central Statistical organization (CSO) etc.)

Ongoing Projects:

- Construction of Employment tables on the basis of employment class and income class funded by IDE-Japan (Sector-wise distribution of employment by status and income.)

2004- 2006 India Development Foundation Gurgaon

Office Manager

- Assisting senior officials in their day- to-day work e.g. checking and replying to official communication, attending calls, fixing appointment, maintenance of records and filing the same.
- Analysing the financial aspect of all the projects.
- Organizing and managing events/conferences/seminars/workshops.
- Making hotel booking and travel booking.
- Drafting letters and looking after day-to-day programmes
- Handling couriers both incoming and outgoing and also looking after the

- housekeeping etc.
- Collecting and entering of data
- Making presentations for senior officials
- Record keeping of computerized reports, files, etc.
- Handling stock of office stationery and keeping records of the same.
- Attending visitors and guest.
- Updating website of the organization.

2002-2004

Christiana International

New Delhi

Office Administrator

- Assisting senior officials in their day-to-day work e.g. checking and replying to official communication, attending calls, fixing appointment, handling couriers both incoming and outgoing, maintenance of records and files for the same and also looking after the housekeeping etc.
- Issuing cheques to staff, settling outstanding bills of the organization, and assisting in framing organization's auditing.
- Assisting merchandisers /production department by providing them day-to-day updating of the programmes, searching new designs from websites, checking and correcting the piece with original and recording the changes.
- Keeping and maintaining computerized records such as reports, files, digital image of samples etc.
- Handling stock of office stationery and keeping record of the same.
- Handling reception area and attending visitors and guest.

Education

- 2010 Pursuing 3rd year MBA from IMI, Delhi
- 2004 Graduate in B.Com (Pass) from University of Delhi.
- 2001 Class XII-Delhi Tamil Education Association, CBSE.
- 1999 Class X-Delhi Tamil Education Association, CBSE.

Technical Profile

- One year Diploma Course in "Office Management" from YMCA, New Delhi (2001-2002)
- Computer Course in Basic Computer Application from Leap Infotech (2001) (MS Office and Html)

Training Profile

- A comprehensive Diploma Course in Office Management with computer Application, Management Concept, Business Communication and Project & Presentation on "Stress Management."
- IAMR-processing of financial transactions and recording the same for Auditing.

Participated/Organized

- Employment Guarantee Act

- Immigration and Population Growth
- Water Management Strategies
- Inclusive Growth: New Development Challenges
- Social Inclusion
- The role of Public Sector Undertakings in a liberalised economy
- Development for the Next Generation, Challenges in South Asia Region
- US and Global Trend in Management Education: Implication for India
- SAFTA Conference

Language Proficiency: English, Hindi and Tamil

Jothi