**Mudit Dargan**

**Email Id:**[muditdargan1944@gmail.com](mailto:muditdargan1944@gmail.com) **Contact No:** +91-9808925234

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| **Career Objective:** |
| To be associated with an organization that provides the most challenging & interesting career opportunities and to apply my knowledge and skills for the organizational growth. |

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| **Work Experience:** |
| **Working with Rus Education as Counsellor since Feb June 2019**  **Job Responsibilities:**   * Researching individuals online to identify new leads and potential clients. * Researching the needs of the pitched clients. * Maintains relationship with clients by providing support, information and guidance. * Identifies product improvements or new product by remaining current on industry trends, market activities and competitors. * Keep the track of the current status of client and forward to the seniors. * Preparing various Excel Reports of End Reports and weekly reports. * Responsible for on the floor support to the associates with process instructions. * Mentoring new joiners, providing knowledge transfer and training. * Doing Quality Check (QC) of Service Requests. * Tracking Escalations and responding to the process owner post completion. * Providing ideas to improve the efficiency of the project.   **Previously worked with:**   * **Franke Faber India Pvt. Ltd.** as a Sales Executive for 2 months (4th June’18 – 6th Aug’18), Bareilly. * **FIS Global Solution** as a Customer Care Executive for 6 months (1st Jan ’16- 30th June ’16), Gurgaon. * **Fonix BPO** as a Sales Executive for 2 years (10th April’13 - 10th Sep’15), New Delhi.  |  | | --- | | **Training/ Internship:** |   **Internship at Satya Group, Gurgaon (40 Days from 04th June 2017 – 14th July 2017)**  **PROJECT TITLE:** Effect of Demonetization on Real Estate Companies  **Key Learnings:**   * Skills for handling Customer. * Keeping track & awareness of the price trends of Residential Projects. * Basic understanding of Customer handling in real estate commercial project of the Company. * Learning about various Real Estate terms. * Learning of Promotional Strategies of the Company. * Understanding of the financial impact on the company during demonetization.  |  | | --- | | **Industrial Exposure:** |  * Parle factory located at Rudrapur in Aug’16 to observe the production unit and other managerial process like Quality Management. * Gupta H.C. Overseas (I) Pvt. Ltd. Located at Agra at Agra in Mar’17 to observe Product Quality Process, Plant Layout. * Visited Secure Meters Ltd. Located at Chandigarh in Mar’ 2018. |

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| **Achievements:** |
| * Participated in “Prashna Manch” competition held at Rakshpal Bahadur Management Institute, Bareilly. * Actively participated in various activities, like Role Play, Logo-Redesigning, Movie Review at college level. * Participated in INDI-PRENEUR 2016 Business plan competition organized by Faculty of Management Science in collaboration with Dr. A.P.J. Abdul Kalam Technical University at SRMS CET Bareilly. |

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| **Educational Qualifications:** | | | |
| **Course** | **University/ Board** | **Percent** | **Year** |
| MBA (Marketing & Finance) | Dr. A.P.J. AKTU | 76 | 2018 |
| B. Com (Hons.) | MJPRU | 65 | 2015 |
| 12th | CBSE Board | 73 | 2012 |
| 10th | CBSE Board | 70 | 2010 |

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| **Skills:** |
| * OS- Windows, Microsoft Office (Word, Excel, PowerPoint, Outlook) * Good interpersonal skills with an ability to understand the critical problems and solving them * Training new employees and getting them productive quickly * Can work as team player * Keen and a quick learner * Self-starter, highly motivational and good logical skills |

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| **Personal Profile:** |
| **Name**                                         Mudit Dargan  **Date of birth**                            5th September 1994  **Gender**Male  **Nationality**Indian  **Passport**Yes    **Languages Known**English & Hindi  **Permanent Address** C-194, Model Town, Bareilly |