**Mudit Dargan**

**Email Id:**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.

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| **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.

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| **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 |