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|  |  |  | **Arjun Singh Rajawat** |
|  |  |  |  |
|  | **Present Address** | : | 218 L.I.G Vikas Nagar , |
|  |  | : | Near A.B Road,Dewas -455001, |
|  |  | : | Madhya Pradesh. |
|  | **Mobile No** | : | 7415222189, 8770170856 |
|  | **Email Id** | : | [arjunsinghrajawat107@gmail.co](mailto:arjunsinghrajawat107@gmail.com)m |
|  | **Date of Birth** | : | 13th Oct, 1992 |
|  |  |  | **Professional Summary** |
|  |  |  |  |

An experienced profesnal with experience of more than 2 and half years in the field of administration and digital marketing. With educational credentials of MBA and Bachelors of engineering.

**Professional Experience**

* **ALLEN Carrier Institute (Since May ,2015) AS an Academic and Marketing Executive**
* Building Operation management.
* .Batch & Phase Change Monitoring.
* Monitoring of faculties Doubt timings.
* Class Counter Persons Availability & Training at regular Intervals.
* Module & Other Study material Timely Distribution & Record keeping.
* TT/Doubt Classes/Extra & Revision Classes Scheduling and Information.
* All Academic work.
* Notice Board display management.
* Emergency handling Related to Faculty/Staff/Student.
* Third party & Class Counter manpower Planning.
* Assistance in Other Activities/Events of Institutes(ASAT/PTM Etc)
* Regular Training of Guards & Agency Office Boys.
* Financial Transparency(Batch or Phase Change Fee/ Olympiads etc)
* Co-ordination with other departments as per their needs.
* Counselling students and motivate them
* Visit different schools regarding marketing activities.
* **Digital mind solutions as freelancer (Since July 2017)**
* Search Engine Optimization (SEO)
* Search Engine Marketing (SEM)
* Social Media Marketing (SMM)
* E-mail Marketing
* Blogging.
* Content Optimization
* Online Advertisement
* Mobile Marketing.
* **ICICI Bank as a sales executive.**
* Selling of credit cards.
* Promotion of credit cards.
* Customer Relationship Management.
* Lead generation.
* Identifying New Business Opportunities

**Professional Projects**

* Coordinately work with team and handle sanskar mahotsav event
* Organize seminars and student development programs across the states
* Has been a part of Planning and strategies formulation in marketing department.
* Industrial training From “DOORDARSHAN KENDRA INDORE” and understanding part of it.
* **Chai Pe Charcha** Project in Dewas District for with NGO named CAG

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **YEAR** | **REMARK** |
|  |  |  |  |
| MBA (Production operation + Marketing) | IMI INDORE | 2016 | 58% |
|  |  |  |  |
| BE(Bachelor of Engineering) Electronic and | MIT UJJAN | 2014 | 6.63CGPI |
| communication |  |  |  |
|  |  |  |  |
|  | PADMAJA HIGH |  |  |
| Higher Secondary | SECODARY | 2010 | 62.8% |
|  | SCHOOL |  |  |
|  |  |  |  |
| High School | THE GUARDIAN | 2008 | 68% |
|  | HIGH SCHOOL |  |  |
|  |  |  |  |

**IT Proficiency**

* Microsoft office.

**Extra-Curricular Activities**

* Selected for State Soft ball team.
* Has been Captain of school Soft ball team.
* Wise captain of winning Football team in collage.
* Attain workshop at IIT Mumbai on “PSOC”.

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|  | **Personal Information** | |
|  |  |  |
| **Name** | **:** Arjun Singh Rajawat | |
| **Date of birth** | **:** 13thOctober**,** 1992 | |
| **Father’s Name** | **:** Mr. Ganpat Singh Rajawat | |
| **Mother’s Name** | **:** Mrs.Mankuvar Rajawat | |
| **Permanent Address** | **:** 218 L.I.G, Vikas Nagar Dewas (M.P.) 455001 | |
| **Key Skills** | **:** Practical, Adjust myself according to requirements and situation | |
|  | **Declaration** | |
|  |  |  |

I hereby declare that all the information provided by the above is true to the best of my knowledge and belief.

Date Arjun Singh Rajawat