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Chennai India

# Rahul M

## Skills

- Advanced Excel (Vlookup, Hlookup, Xlookup, Consolidate, Power Pivot, IF, IFS, SUM, SUMIFS, Pivots, Rank)
- SQL: Basic Sql
- Business Communication Skills
- Multi-tasking
- Attention to detail
- Client - Account Management
- Negotiation
- CRM - Bullhorn
- VMS - Beeline, FieldGlass, IQ- Navigator

## Education And Training

05/2021

**B.Tech Chemical Engineering:**  
**Sri Venkateshwara College Of Engineering**  
Chennai

## Certifications

- Excel for Business Analyst - UDEMY, 09/2022, Present
- Business Development for Tech and startups from UDEMY
- Master Sales Training from UDEMY

## Summary

An Experienced profession with an year experience in Business Operation of US Staffing Industry and Hands - on Training on End - End Recruiting Process. Also, with relevant certification in Business development and Master Sales training. Proficient in handling CRM and VMS software.

## Experience

**Dexian-Disys Solutions India Private Limited - Executive - Business Operation**

Chennai, India

05/2022 - Current

- Generating and distributing management reports in an accurate and timely manner
- Performing data analysis for generating reports on a periodic basis
- Developing MIS system for customer management and internal communication
- Providing strong reporting and analytical information support to the management team
- Generating both periodic and adhoc reports as needed
- Reviewing resumes and conducts phone screens to determine qualifications
- Out bound calls to customers for feedback gathering and Verification and Negotiating on Terms and Condition
- Establishing Strong Relationship with Clients for smooth function of End- End Recruiting Process.

## Languages Known

- English, Full Professional Proficiency
- Tamil, Full Professional Proficiency