**Address : Vill\_Khaspur , Post- Daudpur, Dist Patna,Police station-Maner, Bihar 801503**

**MUKUND RANJAN**

**Contact No: 8409286895**

**Email:-** [mukundranjan52@gmail.com](mailto:mukundranjan52@gmail.com)

# **Career Objective**

To grow along with the organization and become professional, with excellent repute by effective contribution towards the goal of the organization.

# **Academic Qualification**

* **Graduation from MU Gaya 2nd class**
* **10+2 1st div**

# **Extra Qualification**

* **A.D.CA (Advance Diploma in Computer Application)**

# **Work Experience**

Organization :- Taraashna Services Pvt. Ltd.

Destination :- MIS Officer

Duration :- March 2016 to till Date

**Role and Responsibilities**

* Work in a financial environment (Microfinance group).
* Network Management (Work as a IT Management).
* Customer relationship Management.
* Work with Self Help Group (S.H.G).
* Work with Reliance capital limited as a BC Partner.
* Account Opening Management.
* Work on Ms-Office 7 (Ms-Work &amp; Ms-Excel).
* Work on .NET &amp; SQL Server Environment.
* Work on Business Information Justified And Logically Integrated Software

Organization : Randstad in association with Citizens Alliance and I.P.A.C Bihar election

2015

Designation : GRM/Calling Executive

Duration : June 2015 to November

**Responsibilities:**

* Handle all the responsibilities of Jan Bhagidaari Project sponsored by Information and Public relation Department Bihar Govt. At block level.
* Liasioning with Local PRI members and Govt Block level officers and staffs.
* Collection of data and challenges & escalate them to supervisors. Handling 25 team of GRMs (Grass Root Mobilizers) and other related with Jan Bhagidaari project.( Information and Public Relation Department Bihar Govt.) Regular communication with the districts teams including DPOs. Telephonic Data Collection (thrice in a day).

# **Previous Work Experience**

Organization :- **First source limited (Airtel) at patna Bihar**

Duration :- 11 months

* **Responsibilities: :-** Handling Airtel customers. Provide the proper information. By Nature helps

the customers. Trouble shooting. Maintain the data And Target of calls.

**Personal Qualities**

* Ability to Accept Responsibilities and Can Perform the Given work with efficiently and accurately.

Ability to Efficient time Management.Fast Learning Ability. Business understanding, continuing, Strategic Thinking Communication, Persuasion and interpersonal skill.

**Linguistic Proficiency**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| English |  |  |  |
| Hindi |  |  |  |

**Personal Details**

* Father’s Name Balram Sharma
* Date of Birth 20 FEB 1988
* Religion Hindu
* Gender Male
* Nationality Indian
* Marital Status Married
* Language Known Hindi, English

***I hereby declare that details mentioned in the resume is true to the best of my knowledge***

|  |  |
| --- | --- |
| **Date:** | **Signature**  **(MUKUND RANJAN)** |
| **Place: Patna** |  |