**RESUME**

**MUDIT CHATURVEDI**

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**Email:mudit.0606@gmail.com**

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**OBJECTIVE:**

To use the knowledge and skills, acquired throughout school and college, at work and other extracurricular activities in different fields, to contribute and enhance business opportunities and be useful contributor to the business, for reasonable profits.

**Communication skills:**

Excellent communication skills in Hindi and English, with working abilities in Urdu and Punjabi languages, learnt through interaction with native speakers

**Writing Skills:**

Good command over writing in English learnt through continuous use of the language in an English speaking environment. Writing in Hindi is an innate skill. Write reports, business letters etc.

**Management and Administration skills:**

Some skills are innate like, ability to mix-up with different people and some are learnt through on-the-job experience like negotiations with vendors or management and administration by attending several extracurricular activities in school, college and residential society

**Education:**

* Bachelor in Business Administration (BBA) from “Institute of Management Education” (IME) - Chaudhary Charan Singh University , Meerut, UP . in 2016.
* Completed Intermediate (10+2) from Air Force School, Hindan- affiliated to CBSE, New Delhi, in the year 2013 in Commerce stream
* Completed High School (10th) from Air Force School, Hindan- affiliated to CBSE, New Delhi, in the year 2011.

**Achievements:**

* Awarded Certificate of Excellence and Trophy for participation in AD-Mad Show during E-kranti 2015 organised in IME in March 2015.
* Certificate of Proficiency for being First in AD-MAD Show awarded at IME in February 2014.
* Certificate of proficiency in computer awarded by NIIT.

**Experience:**

**Team Member:**

**Alight Solutions (Formerly Aon Hewitt):** From September 2016 – March 2018

Currently working in the capacity of a team member in the Defined Contributions Team of the com;any. Role in the team encompasses creation of financial reports for various Clients and vendors associated with the firm. It also involves creating monthly premium reports on participant level basis, deploy analytics to evaluate the variation of the premium reports for each month, performing a month to month comparison and analysis of variation , for the movement and aiding in decision making regarding the acceptance, or further analysis of the variation, in line with the client’s set standards.

**Extra academic Activities:**

* Participated in sports during school days.
* Participated in quiz programmes conducted in school and college.
* Organized Deewali Mela regularly in residential apartments.

**Personal details:**

Date of Birth: 6th June 1995

Place of Birth: Sahibabad

Father’s Name: Mr. Pankaj Chaturvedi

Address: B-228 Rajnigandha Apartments,

G.T. Road. Sahibabad, Ghaziabad. 201005

**Declaration**

I, Mudit Chaturvedi, hereby declare that the information given above is true and correct to my knowledge.

Sahibabad, Ghaziabad Mudit Chaturvedi

(Uttar Pradesh) Pin Code-201005