

TARUN RAJPUT

484 – E-Block, Panki, Kanpur.208020(Uttar Pradesh)

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EDUCATION

SHRI KRISHNA UNIVERSITY

Bachelor of Computer Application

CHATTARPUP, MP

JULY 2020 – 2023

- Graduated with a Bachelor of Computer Application (BCA), a pivotal foundation for driving progress in the field of Computer Science.
- Successfully a comprehensive three-year degree program specializing in computer science, software engineering, information technology, information security, and networking technology.
- Equipped with an actionable BCA degree, empowering me to excel in areas such as computer science, software engineering, information technology, information security, and networking technology.

WORK EXPERIENCE

TestBook.Com

Kanpur

FreelanceTelecaller

Aug 2022 - Dec 2022

- Successfully made regular phone calls to potential and existing customers, effectively promoting products and services
- Displayed exceptional customer service skills by promptly answering customer questions and providing accurate information about products and services
- Assisted customers with concerns, resolving issues in a timely and satisfactory manner
- Consistently met and exceeded sales quotas, demonstrating a strong ability to drive revenue and achieve targets
- Diligently collected and recorded client information, ensuring accurate and up-to-date records for future reference
- Cultivated and maintained strong client relations, fostering long-term partnerships and maximizing customer satisfaction
- Proficiently utilized OCRM software to streamline operations, enhance efficiency, and effectively manage customer data.

AcmeGrade Pvt.Ltd

Bengaluru,

Business Development Intren

Jan 2023 – June 2023

- Performed extensive market analysis to pinpoint lucrative business prospects and market fluctuations, leading to a noteworthy 20% surge in sales.
- Formulated groundbreaking business tactics that yielded substantial enhancements in profitability and market standing for clients.
- Nurtured enduring client connections, fostering a remarkable 30% growth in repeat business.
- Distinguished and pursued untapped business prospects, which ultimately culminated in prosperous partnerships.
- Conducted in-depth market research to identify potential business opportunities and emerging market trends, resulting in a remarkable 20% increase in sales.
- Devised innovative business strategies that delivered substantial improvements in profitability and market positioning for clients.
- Fostered strong and enduring client relationships, leading to an impressive 30% increase in repeat business.
- Demonstrated acute business acumen in identifying and pursuing untapped business opportunities, leading to successful partnerships.

InsuranceDekho.Com

Kanpur ,UP

Business Development Associate

July 2023 – Oct 2023

- Proactively identified and reached out to potential customers and partner companies, expanding business network
- Implemented highly effective online marketing strategies and utilized word-of-mouth referrals to successfully promote the business
- Developed compelling client proposals and contracts, driving successful business partnerships
- Cultivated strong relationships with clients and stakeholders through exceptional communication skills
- Collaborated with cross-functional teams to develop innovative business strategies and consistently meet sales targets
- Played a key role in executing business development initiatives, contributing to revenue growth
- Ensured accurate and up-to-date customer information by effectively managing and maintaining the CRM database
- Provided invaluable insights and recommendations to the management team, facilitating overall business growth

- Input customer and account data accurately and efficiently from source documents within specified timeframes
- Organize and prioritize data to ensure accurate and complete information for computer entry
- Identify and correct any errors or discrepancies in data, maintaining a high level of accuracy
- Conduct research to gather additional information needed for incomplete documents
- Utilize data program techniques and procedures to manage and analyze data effectively
- Generate reports to provide comprehensive information for decision-making purposes
- Safely store completed work in designated locations and perform regular backup operations
- Assist in scanning documents and printing files as needed
- Maintain confidentiality of sensitive information and respond to inquiries promptly and professionally
- Adhere to data integrity and security policies to ensure the protection of sensitive data
- Ensure proper functioning of office equipment and promptly address any malfunctions
- Previous experience utilizing Sofgen software and current proficiency with SAP Software

UNIVERSITY PROJECTS

NATIONAL SCIENCE CAMP

Feb 2021

- Participated in a National Science Camp held in Dudhwa National Park, focusing on the exploration and study of new species of flora and fauna
- Engaged in learning opportunities to expand knowledge about various animals and plants found in the park
- Utilized hands-on experiences and educational activities to gain a deeper understanding of the biodiversity within the national park
- Collaborated with fellow camp participants to conduct research and share insights on the different species discovered
- Contributed to the overall goals of the camp by actively participating in discussions and presentations related to the findings of the research conducted

PERSONAL DETAILS

- Father's Name – Mr. Shrikant Rajput
 - Date Of Birth - 13/09/1999
 - Marital Status - Single
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ADDITIONAL

Technical Skills: Customer Handling, Technical Sales, Communication & Collaboration, Lead Generation And Conversion, Business Expertise, Customer Support & Issue Resolution, Tech Support.

Languages: Fluent in English, & Hindi

Certifications & Training:

- GIRNAR YOUNG CHAMPIONSHIP PROGRAM
 - Achieved outstanding results in the Girnar Young Championship program by Crack-ed, excelling and showcasing exceptional performance.
 - Completed rigorous on-job training, gaining comprehensive practical knowledge and understanding of the industry.
 - Implemented innovative strategies resulting in a significant increase in sales and revenue.
 - Streamlined operational processes, leading to improved efficiency and cost savings.
 - Developed and executed successful marketing campaigns, driving brand awareness and customer engagement.
 - Consistently exceeded targets and surpassed expectations, resulting in recognition and rewards.
 - Collaborated with cross-functional teams to successfully launch new products and initiatives.
 - Demonstrated strong leadership skills by effectively managing and motivating a team to achieve goals.
 - Received commendations for exceptional problem-solving abilities and the ability to think critically in high-pressure situations.
 - Successfully managed and delivered complex projects within tight deadlines, ensuring high-quality outcomes.
- FRONT OFFICE EXECUTIVE BY PMKVY
 - Successfully completed the Front Office Executive Diploma from PMKVY, a government-run program in Uttar Pradesh.
 - Demonstrated exceptional customer handling skills, ensuring client satisfaction and fostering a positive office atmosphere.
 - Proficiently managed incoming calls, taking accurate messages and efficiently redirecting calls to appropriate departments.
 - Implemented effective file organization systems, ensuring easy access to information and maintaining up-to-

date records.

- Utilized advanced Microsoft Office skills to create and update various documents and spreadsheets.
 - Efficiently sorted and distributed incoming mail, ensuring timely delivery to respective recipients.
 - Skillfully prepared outgoing mail items, including envelopes and packages, for prompt dispatch.
 - Competently operated office equipment such as photocopiers and printers, ensuring smooth workflow.
 - Proficiently managed bookkeeping tasks and issued accurate invoices, ensuring financial accuracy.
 - Recorded comprehensive meeting minutes and dictations, ensuring accuracy and facilitating effective communication.
 - Conducted regular inventory checks of office supplies and efficiently placed orders based on priority needs.
- Highly objective professional with exceptional teamwork and communication skills. Demonstrated ability to effectively collaborate and interact with diverse groups of individuals. Consistently completed work with honesty and within specified deadlines.

SUMMARY

Highly objective professional with exceptional teamwork and communication skills. Demonstrated ability to effectively collaborate and interact with diverse groups of individuals. Consistently completed work with honesty and within specified deadlines.

DECLARATION

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

Date : _____

(Tarun Rajput)

Place : Kanpur