Rajan

[Rajan.361363@2freemail.com](mailto:Rajan.361363@2freemail.com)

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|  | **rajan sharma.jpg** |
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| . **OBJECTIVE:** |

Seeking a result oriented company having a globally competitive environment that is looking for an ambitious and career conscious person, where I can maximize my skills and education on challenging assignments in a creative atmosphere for the growth of company as well as for me.

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| **EDUCATION:** |

B.Sc.IT 2010 Kuvempu University

12th 2006 Nepal H.S.E.B Board

10th 2004 Nepal Board

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| **SKILLS IN HAND :** |

**Sales and Marketing**

**Computer Formatting ,networking ,assembling and Hardware Related Works.**

**Internet, E-mailing and Web Searching.**

**Mobile Reparing (Software and Harware).**

**Computer repairing.**

**Internet Marketer(SEO).**

**All Types of Work at Management Level.**

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| **Experience** |

**ExportersParadise Company (India) SALARY INR -8000**

**Company Profile**:Exportersparadiseis a CompanySituated on Delhi that gives an opportunity to boost up their business to Importers and Exporters by providing the contact information and being a mediator between them.

**Duration:** 2 year. (Feb 2008- March 2010)

Description: Working as Back Office Executive, Internet marketer (SEO) plus Telesales.

* **Maintaing MIS.**
* **Marketing a Company through an Internet.**
* **As per requirement sales our product through telephone also.**

**Omni Globe International (India) [BPO] SALARY INR -10000**

**Company Profile**: Omni Globe International Company is a global provider of Contact Center Services, Technology Services, Telecommunication Services, Legal Document Processing Services and Financial Services

**Duration:** 6 Month. (May 2010- Dec 2010)

**Description:** Data Processing Engineer

* **To Connect and Disconnect Landline Numbers and make internet available to the Customer through Landlines. (Work for a American Telecom Company named as a XO Communication.)**

**New Verssion (India) [Insurance Company] SALARY INR -20000**

**Company Profile:** New Verssion is a Delhi based Company that deals with Insurance sales and Marketing**.**

**Duration: 3.2 Years** (Dec 2010- Feb 2014)

**Description**:Working as Operation and Quality Head**.**

* **Maintaining MIS, Maintaining all the records of employee such as attendance, salary, call detail etc.**
* **Sales and Marketing Insurance Policy.**
* **Investigate the Quality of Calls.**
* **Handling a team member and all the backend works.**

**Blue Diamond Society (Nepal) [NGO] SALARY NPR - 23500**

**Company Profile: B.D.S** is a NGO Working in the Field of HIV prevention and Human Right of Minorities group **[LGBTI)**; it is funded by a **GLOBAL FUND ROUND 10. (PR-SAVE THE CHILDREN)**

**Duration: Duration : 3rd April 2014 to 15th March 2017**(Working Area Butwal and Bhairahawa)

**Description**:Working as **MIS Officer**Cum**Field Supervisor.**

* **Maintaining all the records related with office such as attendance,stocks,minute, Field Visit Data Etc.**
* **Handling team and supervised them time to time.**
* **Work on a Software Called OPMIS made by SAVE THE CHILDREN.**

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| **ACHIEVEMENTS:** |

1. **Diploma in Web Designing from Oxford Institute.**
2. **Software Eng. From NIIT (India).**
3. **Mobile Repairing (Hardware and Software).**

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| **PERSONAL PROFILE:** |

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| Date of Birth 29th August 1987  Marital Status **M**arried  Nationality Nepalese  Hobbies Playing Cricket ,Listening Music  Languages known**English,Hindi,Nepali** |  |

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| **DECLARATION:** |

**I hereby declare that the above-mentioned particulars are true and genuine to the best of my knowledge and belief.**