

MUDIT ARORA

Phone : +918299528519

Email : muditaroraa@gmail.com



CAREER OBJECTIVE

- Seeking a position in your esteemed organization to utilize the skills I have developed during my studies, with an eventual goal of assuming responsibilities and proving myself as a valuable asset to the organization.
- Willing to strive and toil hard to emerge as the best in whatever I do.

ACADEMIC BACKGROUND

Year(s)	Qualification - Degree / Diploma / Certificate	Board/University	College / Institute	Percentage / CGPA
2016-2019	Bachelor of Business Administration	Lucknow University	Goel Institute Of Higher Studies	75%
2016	12th	ISC	Saint Dominic Savio College, Indira Nagar , Lucknow	75.8%
2014	10th	ICSE	Saint Dominic Savio College, Indira Nagar , Lucknow	74.6%

WORK EXPERIENCE

- August 2019 - till Date : **Recruitment Personel** at Medecho Pvt Limited.
Job Role : Screening, depicting the companies vision and objective and aligning the candidates goal with that of the organization. Negotiating their expectation within the favorable outlines of the company.
Job Responsibilities: Screening of the applicants; Identification of the skillset offered; Negotiation of their expected pay as per the companies desired range span; Contract creation; Documentation of the selected applicants; Background chlearence check based on the references; Conflict resolution; Mantaining records of the performances.

TRAININGS & ACHIVEMENTS

- Industrial training for 30 days in 2018 from Reliance Securities Limited. (16/06/2018 to 15/07/2018)
- Certified by Karvy Stock Broking Ltd. after completing Certification Examination.
Cleared all rounds of TCS selection process for TCS CBO and was offered the the position of an employee in the headquarter situated at Gurugram.

CORE COMPETENCIES

- Written and Oral Communication

- Problem Solving Abilities
- Understanding of Consumer Behaviour Concepts
- Target Orient

CO-CURRICULAR ACTIVITIES

- Led the Cancer Awareness Campaign and Certified by National Cancer Awareness Programme(WHO)
- Awarded 3rd prize in Best out of waste event held in Inter School Fest 2013.
- Stood 2nd in college event competition in Oppo Fresh Face 2016.
- Stood 4th in Footsteps Dance Competition and Commercial Making Competition in inter college event Antarang 2k18
- Stood 1st in Dance Competition (THIRAK) and Quiz Competition at Naval 2019.

EXTRA CURRICULAR ACTIVITIES

- Active volunteer of NSS
- Organized various events at college level

AREAS OF INTEREST

- Human Resource Management
- Management and Planning
- Marketing

COMPUTER PROFECIENCY

Operating Systems : Windows (98/2000/XP/7/8/10)
Software Skill : MS Office (Word, Excel, PowerPoint).

PERSONAL DETAILS

Date of Birth : 09-09-1998
Father's Name : Mr. Surendra Arora
Mother's Name : Mrs. Bala Arora
Category : General
Gender : male
Nationality : Indian
Home Town : Lucknow
Permanent Address : sec-8/79, Patel Nagar, Lucknow, Uttar Pradesh
Permanent Phone No. : 8299528519
Mobility : Willing to relocate anywhere in India and overseas.

I declare that the details above are correct and true to the best of my knowledge.

Mudit Arora

Date:

Location: