

# RAJIV RANJAN MISHRA

**Address:** Block – A-112 PC Colony  
Kankarbagh Patna-800020

**Mobile:** 8076384595  
**Email:** Rajiv.ranjan098@gmail.com

## ➤ CAREER OBJECTIVE

Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills and helps me in broadening and enhancing my current skill and knowledge.

## ➤ WORK EXPERIENCE

- Worked as an **Intern** at **KSVS Technology** (From November, 2018 to March, 2019).It wasinvolved in IT Software & Networking.
- Worked as an **Business Development executive & Field Marketing Executive** at **Webclick Digital Pvt Ltd.** (April2019 to June 2020).
- Worked as an **Business Development executive** at **RIYA TECHNO SOFTWARE Pvt LtdPatna** (August2020 to April 2022).
- Worked as an **Business Development executive** at **Updater Services Pvt Ltd** (April2022 to Continues).

## ➤ PROFILE

- Good knowledge of handling the client's websites and updating of it.
- Creating and finding the ideas for enhancement of client's business as per portfolio on websites.
- Having interest in Marketing and collecting Data.
- Good at Handling all types of business man.
- Analytical, good at problem solving and excellent in maintaining interpersonal relationship.
- Good verbal and written skills.

## ➤ EDUCATIONAL QUALIFICATION

- Digital Marketing Certification course from TATA Institute of Social Science.
- BSC (Math Hon.) from LNMU University.
- HSC (Class 12<sup>th</sup>) from BSEB.
- SSC (Class 10<sup>th</sup>) from CBSE.

## ➤ COMPUTER PROFICIENCY:

- Windows XP, 2007, 2010 work environment.
- Internet (Research, Mail, Site Usage) & all functions relating to computer.
- Good knowledge of MS-office (MS excel, word, PowerPoint).
- Sound knowledge of HTML, C, C++.

## ➤ FIELDS OF INTEREST

- Activities that help make a business better.
- Dealing and Maintaining the Good relationship with clients.
- To make new Ideas and Initiative.

### ➤ EXTRA CURRICULAR ACTIVITIES

- Awarded for long jump in school.
- Awarded for Participating in Cricket in school.
- Awarded for Running competition in school.

### ➤ STRENGTHS

- Determined to learn with practical approach.
- Good communication skills.
- Enthusiastic and can produce results under deadline constraints.

### PERSONAL DETAILS

Father's Name	: Mr. Manoj Mishra
Date of Birth	: June 20 <sup>th</sup> , 2000
Sex	: Male
Marital Status	: Single
Languages known	: English, Hindi and Maithili
Hobbies	: Reading Books.

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Date:**

**Place: Patna**

**Rajiv Ranjan**