

# RESUME

**SANJAY MAHAJAN**

**BURHANPUR, (M.P.) 450331**

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## CAREER OBJECTIVE

To secure a challenging position in a reputable organisation where I can Explore my Knowledge, skills and contribute to the growth of the organisation.

## EXPERIANCE

### **Total Working Experience 4.5 Years.**

Currently Working as a Digital Service Provider At Customer Service centre from Past 1 Years.

- COMPANY NAME – Robin hood one insure Insurance Pvt. Ltd. Delhi
- DURATION – 6 Month
- JOB PROFILE – Senior Relationship Manager.
- FROM – April 2018 To October 2018.
  
- **COMPANY NAME – Apple Premium Store, NGRT Systems Pvt Ltd Indore (M.P.)**
- **DURATION - 2 Year work experience.**
- **JOB PROFILE – Apple Authorised Store Assistant Manager and Technical Support Engineer.**
- **FROM- 7 November 2016 To 28 December 2018.**
  
- COMPANY NAME – Pressicut Engineering Pvt. Ltd. Chitegaon Aurangabad (M.H.)
- DURATION - 12 month work experience.
- JOB PROFILE – TRAINEE ENGINEER .
- FROM- 1 July 2015 To 30 Jun 2016.

## JOB RESPONSIBILITIES

- To Provide Service to the existing Customer
- Bussiness Development.
- To sale new insurance plan to the Customer .
- To Handle Company Customer Data .
  
- **To Provide Training of all Apple Products like MacBook, iPhone, iPad, iMac Machine.**
- **To Give Technical Support of all Apple Products like Update,Farmat, Trouble shooting, Data Migration , Bootcamp, install Mac OS, Apple Protection Plan.**
- **To sale Apple Product iPhone, MacBook, iPad, iMac machine, Apple Accessories.**
- **Resolve customer complaints regarding sales and service**
- **To handle accumulated amount on store.**
- **To Protect store assets and merchandise by adhering to company operation.**

- Assist to Production Manager.
- Maintenance of CNC machine.
- Quality Checker & Handling to Casual Worker.

## ACADEMIC HISTRY

- 2011-2016: Complited B.E with '**MECHANICAL**' thakur shiv kumar shingh memorial Engineering college Burhanpur , Affiliated to RGPV University,Bhopal (M.P.). **CGPA:6.56**
- 2009-2010: HigherSecondary Certificate Examination, M.P Board with **74.3%** from excellence School,Burhanpur
- 2007-2008: Senior Secondary Certificate,M.P. Board , with **64.4%** from lhss,Burhanpur.

## SKILLS

- **Problem Solving Oriented**
- **Retail Management**
- **Realationship Management**
- **Leadership**
- **Teamwork**
- **Quick Learner**
- **Good Communication Skill**
- **Active Listening**
- **POS Skills**
- **English, Hindi, Marathi**

## COMPUTER SKILLS

- Operating System : macOS Sierra Yosemite, Microsoft Windows XP/7/8.
- Tools : MS Office Word 2007,MS Office Excel 2007.
- Web : Good hold in surfing net.

## UNDERGONE TRAINING

- Organisation : **Nepa limited, Nepa nager(M.P.)**.
- Duration : 15 days.
- Description : This was an industrial training program where I learned and explored the work of Mechanical related.

## ACHIEVEMENTS

- In Captainship of me my department team win 4 time trophy of cricket and Football at college level Competition.
- In leadership of me my department dance group continuously win 4 time dance finale at college level competition.

## EXTRA CURRICULAR ACTIVITIS

- Certification of CNC Technology.
- Co-ordinator leader at various events at college level.
- **In covid-19 pandemic, i worked as a social worker, delivered food packet to the people who unable survive their life. For this work i got certificate.**

## PERSONAL DETAILS

- Date of Birth : 11 sep 1992
- Marital Status : Unmarried
- Father Name : Mr. Sandu Mahajan
- Mother Name : Mrs. Saguna bai Mahajan
- Hobies : Dancing, football, Cricket
- Language : English, Hindi, Marathi

## DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:    /    / 2022

Sanjay Mahajan

Place:-