

DIGANT DAVE



Contact

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Languages

HINDI – A1
ENGLISH – A1
GUJARATI – A2

Summary

An Effective communication with excellent interpersonal and logical thinking and to work at challenging and rewarding organization, utilizing my educational skill and achieve the best in every step of my life, thereby contributing to organizational and personal growth.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Self-focused

Experience

1) Relationship Manager – May 2019 – December 2019

Company -: AEGON life Insurance Company

Department – Sales

- New Client acquisition and relationship management through new business generation.
- Meeting clients to solve their queries for better understanding and services.
- Day to day calling to existing or new customer (200 call per day).

2) Assistant Manager – January 2020 – March 2021

Company -: Axis Bank Limited

Department – Operation & Sales

- Overseeing daily branch operations & Financial Services.
- Maintaining strict compliance controls.
- Resolving customer concerns in a timely and effective manner and crossselling of CASA products.
- Meeting clients to pitch different products of banks.
- Handling team of 4 sales person to achieve the targets.

3) Project Manager – April 2021 – September 21

Company – SSAR SANSTHAN

Department – Field Operation (6 months Project)

- Planning and monitoring of projects in different villages of Gujarat.
- Preparing and maintaining project stage and exception plan.
- Managing project risks, including the development of contingency plans.
- Planning and monitoring of projects in different villages of Gujarat.
- Preparing and maintaining project stage and exception plans as required.

4) Shift leader (Customer support & Operations) – September 21 – Till now day.

Company – Protocolzone Private Limited

Department – Customer Support and Operations.

- Handling team of 5 customer support executive.
- Monitoring and assigning duties to specific agents

Education

- **Master of Business Administration (MBA): Human Resource Management (HR) & Finance Dual Specialization**
2017 - 2019
Janardan Rai Nagar Rajasthan Vidyapeeth University, Udaipur, Rajasthan
- **Bachelors of Commerce (B.COM) : Finance**
2014 - 2017
Mahatma Gandhi Kashi Vidyapeeth University, Varanasi, Uttarpradesh
- **Intermediate (12th)**
2014
Chitrakoot Convent ICNG School, Varanasi, Uttarpradesh
- **High School (10th)**
2012
Sant Atulanand Convent School, Varanasi, Uttarpradesh

Training or Internship

1. Two Months Experience as an Internship in **HUMAN RESOURCES MANAGEMENT (HR) MBA PROGRAMEE**
 - **OBJECT OF THE PROJECT:**
To study the Performance Appraisal System undertaken by ONGC Ltd.
 - **OBJECTIVES OF THE STUDY:**
 - 1) To study the techniques of Performance Appraisal followed in ONGC Ltd.
 - 2) To study how the employees are rated against these parameters.
 - 3) To suggest the recommendations to the management as per the outcome of the study.

Institute: - OIL AND NATURAL GAS CORPORATION LIMITED (ONGC, VASANT KUNJ, NEW DELHI)

2. Three months experience as an Internship
Learn about the **Team Management** and **supervisory Skill**.
Institute: -Central Board for workers Education, Ministry of labor, Udaipur (Govt. of India)
Web: **labour.gov.in**, Mo. No. **09462796542**

3. Six months experience as an Internship:
Institute: -National Alliance of NGOs for Development & Innovation (NANDI), Varanasi.
Voluntary Organization working on Entrepreneurship development programme.
Work as a Volunteer
Web: **www.nandigroups.org** Mo. No. **08400900290**

Extra Curriculum:-

- ❖ Took participant in 10th National IT Aptitude Test.

- ❖ Participate in Third U3A International Conference 2012, in Central Chinmaya Vanaprastha, Sansthan, Allahabad.
- ❖ Took Participate in Commerce talent Search Examination (Secured 60%).
- ❖ Took Part in Ganga BAL Anand Mahotsav 2011 held in Varanasi.
- ❖ Participate in one day training programme on gender based violence in Rajasthan(**UNDP**)
- ❖ Three months **Research survey and tabulation of Research project**
Institute: ICSSR Ministry of Human Resource and development.
Government of India Web: **icssr.org**, Ph. No. **0542 (2586013)**
- ❖ One year work as Volunteer in N.G.O.
(TARA AKSHAR+ PROGRAMEE PROJECT)
Institute: -**Society for Social Action & Research (SSAR), Varanasi**
Ph. No. **(0542) 2586011, 09415686502** web: www.ssarsansthan.org

IT Skills/ Technical: - Operating System:-

- ❖ Well Versed with programming language.
- ❖ Windows XP, Windows Vista, Windows 8

Software:-

- ❖ Swift Advanced Excel
- ❖ Accounting with Tally, ERP.9
- ❖ Working with Tally, ERP-9 Level 2
- ❖ Power point

Certificate: - NIIT,(National Institute of Information Technology) Varanasi