



DHEERAJ KUMAR

DATA MANAGEMENT & MIS EXPERT

CRM OPERATING & DIGITAL MARKETING

OBJECTIVE

To obtain a long-term career with an organization that provides a good opportunity for enhancement of professional and personal status.

MY EXPERTISE

- Microsoft Office Suite Expertise
- CRM Software Operator
- MIS Reporting
- Presentations
- PPTs
- SMS Panel Management
- Toll-Free Panel Management
- WhatsApp Activities
- Team Collaboration
- Communication
- Basic SEO & SMO
- Full support to sales team



HOBBIES

- Internet surfing on knowledge gain as per need
- Analysing surroundings related to comfort of being human
- Keen interest in Analysing the business activities
- Playing cricket, singing, and travelling to hill station

STRENGTHS

- Hard-working
- Strong Analysing abilities
- Quick learner
- Consider time as an important parameter while working without compromising on quality

CONTACT DETAILS

- +91 98714 82351 
- DheeruSoni0212@gmail.com
- H.No. K-1220, Mangol Puri, New Delhi, 110083 

SOCIAL MEDIA PROFILE JUST CLICK ON ICONS



DheeruSoni0212

WHATSAPP & GOOGLE MAP JUST CLICK ON ICON



TOTAL OVERALL WORK EXPERIENCE APPROX(4 YEARS) RUS EDUCATION INDIA PRIVATE LIMITED

Leads Management Executive (Marketing Department)

(27th March 2016 - 29th December 2019)

- Bulk SMS Activity
- Bulk WhatsApp Activity
- Leads Upload in CRM
- Summarization of Data
- Coordinating with team members on PAN India basis
- VLookup, HLookup, Sumifs, Countifs and Index Match
- Sharing Leads according to region-wise
- Create Reports as per Query in M.S. Excel
- MIS Reporting to Management on daily, weekly and monthly basis
- Operating CRM
- Operating Leads Panel
- Operating SMS Panel
- Operating Toll-Free Panel
- Data Analysing
- Additional work as and when Required

DIGITAL MARKETING

- Lead Generation Campaigns
- Google Adwords & Facebook Ads Manager
- Social Media Handlers

REFERENCES

- Ms. Pramila Jattayan, Assistant Director, +91 95828 94082
- Ms. Priya Malhotra, Assistant Director, +91 98185 50258

WEALTH CLINIC PRIVATE LIMITED

Senior MIS Executive (Operation Department)

(30th December 2019 - Present)

- Create Reports as per Query in M.S. Excel
- MIS Reporting to Management on daily, weekly and monthly basis
- Operating CRM
- Coordinating with team members on PAN India basis
- VLookup, HLookup, Sumifs, Countifs and Index Match-
- Data Analysing
- Additional work as and when Required

REFERENCES

- Ms. Rashmi Sharma, Senior Manager, +91 97110 48076
- Mr. Deavinder Pandit, Training Manger, +91 88001 88501

ACADEMICS

Computer Center

Basic Computer Application Course

- Packages: MS Word, Excel, Access, PowerPoint
- Advance Excel
- Internet Browsing & Research
- Improved Typing Speed

Central Board of Secondary Education [CBSE]

Senior Secondary Course—Equivalent to Class X

National Institute of Open Schooling [NIOS]

Senior Secondary Course—Equivalent to Class XII [Pursuing]