

MUKESH BAJIA



Gurgaon, HR 122003



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Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach.



Skills

- Microsoft Excel
- Power BI
- Microsoft Powerpoint
- Project Support
- Client Relationship Management
- Record Preparation



Professional Experience

2024-07 - Current

Business Development Executive- US Sales

Arrow 3PL, Gurgaon, India

- Identify business opportunities in USA and work towards achieving sales goals
- Manage communications across different cultures and time zones, ensuring sensitivity to cultural differences.
- Interacting with approximately 100 possible clients by phone or E-mail.

2023-06 - 2023-07

Summer Intern

Bayer Crop Science, Thane

- Worked on the new application of Bayer - "Bayer Rewardsplus"
- Providing support or technical assistance in regards to KYC process.
- Interacted with approximately 70-80 customers daily by phone, email, or in-person to provide information.



Education

2024-06

MBA: Agriculture And Food Business

Amity University - Noida

- SGPA - 8.46
- 2nd in Academics
- Class Representative

2019-07

Bachelor of Science: Agriculture Hons

Chandigarh University - Mohali

- SGPA - 7.0
- Class Representative



Certifications

2023-05

BSI Certification in Lean Six Sigma (Green Belt)

2023-06

International training on Precision Agriculture By ICAR, ICRISAT, IIMR

2024-02

NPTEL Online Certification- Introduction to Professional Scientific Communication



Languages

- English
- Hindi
- Punjabi