

## Curriculum Vitae

### RUPESH DIXIT

F-2/12, Ashoka garden Bhopal.

Mob no.:- +91 7898245957

E-mail:- [dixit.rupesh12@gmail.com](mailto:dixit.rupesh12@gmail.com)

### Objective:-

*\*Completed BBA (Excellent Grade), MBA (Finance) (Excellent Grade), PGDCA with 5year 11 Month Experience as a SEO Manager. Currently working As an Educator at Unacademy since Nov.2018*

*\*Got Job offer from Axis Bank (Asst. Manager), ICICI Bank (Dy Manager), Hinduja Housing Finance (Cluster Credit Manager) and Qualified for MP Govt Vacancy (Lab Attended, Labor Inspector, Asst. Auditor, Dy Manager)*

*\*Seeking to leverage my client management and interpersonal skills to grow in the new role.*

### Work Experience

#### • Expert18 Web Solution

• **Duration** : 1 /10/ 2011 to 30/08/2017

**Job Role** : SEO Manager

**Details** : The SEO/SMO Manager is responsible for implementing SEO and social media strategies for clients. The SEO/SMO Manager can quickly understand and support initiatives that will contribute to the goals and success of client campaigns.

#### • Unacademy

• **Duration** : 07 /11/ 2018 to Present

**Job Role** : Educator

**Profile url** : <https://unacademy.com/user/dixit.rupesh12>

**Details** : Unacademy Educator uses the Internet to teach courses "at a distance" are referred to as online instructors. Unacademy Educator interact with learners through email, message boards, online "blackboards and use their knowledge of teaching and instructional design to present courses for learner

### Academic Qualification:

• **SSC (10<sup>th</sup>): 80.8 % & 92 % (Math Science) from St. Francis School Bhopal (2004-05)**

• **HSC (12<sup>th</sup>): 80% & 83% (Bio Science) from Saint Francis School Bhopal (2006-07)**

• **Medical Entrance Preparation (Self Study) (2008-11)**

• **Bachelor of Business Administration (Management) : 73.81 %, A (Excellent)Grade from Sikkim Manipal University Gangtok Tadong India (2011-14)**

• **Master of Business Administration (FINANCE) : 75.42 %, A (Excellent)Grade from Sikkim Manipal University Gangtok Tadong India (2014-16)**

• **Post Graduate Diploma Computer Application : 75.90% from Makhanlal Chaturvedi University Bhopal : (2017-18)**

## Professional/Technical Qualification:

- **Search Engine Optimization**
- **Institute: Expert 18 (Mp Govt.)**  
Duration: 1 month
- **MS Office**
- **Institute: Anand's Sabdhani Computer Institute (Mp Govt.)**  
Duration: 6 Month

## Achievement

- **1<sup>st</sup> position secured in Talent Hunt Program out of 20,000+ students of 70+ schools at senior category**
- **"A" grade secured in All India FSYA exam at senior category and awarded by Municipal Corporation Health In charge**
- **3<sup>rd</sup> Position secured and got Merit Certificate from St. Francis School**
- **Qualified in Written Exam and Selected for Final Round Trident Group (6 LPA)**
- **Qualified in Written Exam of Combined Para-Medical Cadre and Asst. Veterinary Medical Area Officer Recruitment Test : 2015 (MP Government) (Pay Scale : 5200+20200 GP 1900/2400/2800)**
- **Selected in ICICI Bank Ltd. (Dy Manager Post)(Batch 33<sup>rd</sup>) 2016 (4+ LPA)**
- **Qualified in Written Exam of Group-2 (Sub Group -2) Combined Recruitment Test - 2017 for Assistant Auditor, Assistant Accountant Officer, Accountant and other equivalent post (MP Government) (Pay Scale : 5200+20200 GP 2400/2800)**
- **Qualified in Written Exam of Group-2(Sub Group -4) Labor Inspector and other equivalent post Recruitment Test – 2017 (MP Government) (Pay Scale : 5200+20200 GP 2400/2800)**
- **Qualified in Written Exam of MARKFED (Dy. Manager Post) (MP Government) (Pay Scale : 9300+34800 GP 4200)**
- **Selected in Hinduja Housing Finance as Cluster Credit Manager 2018 (4 LPA + Incentive)**
- **Selected in AXIS Bank Ltd. (Assistant Manager Post) 2019 (4.48 LPA)**
- **Selected in Post Graduate Diploma Program in Data Science Manipal University 2019**
- **Qualified in Written Exam and Selected for Final Round WNS (BPM) services. (12 LPA) 2019**

## Skills

<u>Customer Service</u>	<u>Conflict Resolution</u>	<u>Effective Listening</u>	<u>Negotiation</u>	<u>Interpersonal Skills</u>
<u>MS Office</u>	<u>SEO</u>	<u>Basic Knowledge of Internet and Static Web Development</u>		

**Declaration : I, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.**

**Place: Bhopal**