Dipendra Luhar

Motivated engineering student with a strong academic foundation and hands-on experience in ERP system maintenance and project support. Demonstrates strong analytical, problem-solving, and communication skills, with the ability to quickly learn and adapt in dynamic environments.

Work Experience

Customer Success Executive (MIS Executive), MasterSoft ERP Solutions Pvt. Ltd.

June 2022 - Present

- Managing the academics records of the students and course enrollment of students.
- Maintaining and managing ERP portals like Student Administrative Portal, Faculty portal, recruitment and Online Admission portals.
- As per the requirement of the client deploy the new Changes and testing of portals.
- Responded promptly to inquiries from prospective students, providing detailed information about the academic programs, Course Enrollments, and campus life.
- Maintained and updated the admissions database, ensuring accurate and up-to-date records of applicant information for admission.
- Managing the day-to-day database and providing the reports & data the academic and admission team required.
- Coordinated with several departments and provided them with significant solutions.
- Maintaining the Faculty mark entry portal, Student Teacher Course Feedback, Faculty Recruitment portal, Non-Teaching Staff Recruitment portal, Library Management etc.

Educational Background

BACHELOR OF TECHNOLOGY

ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY - 2022
Electronics & Communication Engineering

12th STANDARD (PHYSICS, CHEMISTRY, MATHS)

Gurukul Kesari Sr. Sec. School Banadanwara,
Ajmer 2018

10th STANDARD

Govt. SR. Sec. School, Singawal, Ajmer 2016

Contact

Gopalpura Road, Singawal, Ajmer-305624.
+91-7339855737
dipendraluhar5737@gmail.com

Skills

Soft Skills

- Excellent communication and interpersonal skills.
- Willing to Change
- Supportive and Patient Quick learning capability
- Problem Solving attitude
- Flexible & adaptable.

Technical Skills

- M.S. Office
- Data Handling
- SQL, HTML, CSS
- Internet & Email Operations
- ERP system Management

Summer Training

- Summer training from app Solo learn, 2019 one-month summer training on C++.
- Summer training from OxyMora Technologies Pvt. Ltd.,2020 for 45 days on Embedded Systems and Robotics.

Languages Known

- English
- Hindi

Certification/Short Courses

- Intermediate Level Excel Certificate
- Effective Communication
- Front End Development-CSS
- ChatGPT in Excel