

NIKHIL

E-mail: nikhil1031997@gmail.com Phone: 9354371024

Sarojini Park, Shastri Nagar, Delhi-110031

WORK EXPERIENCE

Shrenu PME Solutions Pvt Ltd	March 2023 — Till Date
<i>Back Office Executive</i>	
Innefable Beverages Pvt Ltd	November 2020 — February 2023
<i>Computer Operator</i>	
Unique Cafe	July 2019 — September 2020
<i>Computer Operator & E Commerce Executive</i>	
Tata Sky	July 2017 — June 2019
<i>Customer Care Officer & Computer Operator</i>	

ACADEMIC QUALIFICATIONS

- Passed B.Com. From University of Delhi in 2020.
- Passed Class 12th from CBSE in 2014.
- Passed Class 10th from CBSE in 2012.

ADDITIONAL QUALIFICATIONS

Tally ERP9 & Busy	November 2022 — February 2023
<i>Akhil Bhartiya Aggrawal Sangthan, Delhi</i>	
Consignment Booking Assistant	August 2020 — January 2021
<i>PMKVY</i>	
Selling Skills Using Digital Medium	November 2020 — December 2020
<i>ICICI Foundation</i>	
Basic & Advanced Computer	August 2017 — January 2018
<i>MCC School of Education</i>	

- MS-Office (Word, Excel, Power Point, Outlook, One Drive, Forms, Teams, Skype, One Note, Access).
- Email (Gmail, Yahoo, Outlook, Hotmail, Zoho, Proton Mail).
- Presentations / Slideshows (Power Point, Google Slides, Visme, Canva).
- Google (Forms, Maps, Drive, Docs, Sheets, Slides, Sites, YouTube, Blogger, Ads).
- Social Media (Facebook, Twitter, Instagram, Koo).
- Management Information System (MIS), Automated Billing Systems, Payment Processing, Customer Relationship Management.

PERSONAL INCLINATION

- Gaining Extra Knowledge
- Interacting With People
- Excellent Communication Skills

KEY SKILLS

- Google My Business
- Google Keyword Research
- YouTube Channel Creation
- Social Media Page Creation
- Pamphlet/Visiting Card Designing
- GST Registration
- Firm Registration
- FSSAI Registration
- Importer-Exporter License
- MSME Registration
- Municipal Corporation Work
- E-Mutation
- E-Stamp
- LeadSquared CRM
- Ameyo CRM
- Hiring
- Quotation / Purchase Order
- Employee's Data Management
- Company Data Management

STRENGTH

- Dedicated To My Profession
- Hard Work
- Honesty

LANGUAGE KNOWN

- English
- Hindi

PERSONAL PROFILE

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| ➤ Father's Name | Mr. Surender |
| ➤ Date Of Birth | 01/03/1997 |
| ➤ Marital Status | Single |
| ➤ Nationality | Indian |
| ➤ Sex | Male |
| ➤ Hobbies | Reading Books |