

CURRICULUM VITAE

NISHANT

A-309 Khanpur Colony

NEW DELHI-110062

MOB NO-9910053557

mail2nishant.official@gmail.com

OBJECTIVE:

- To work with the dynamic organization to reach the highest Echelons in an organization with hard work, dedication and constant endeavor to perform better.

EDUCATIONAL DETAILS:

QUALIFICATION	BOARD/UNIV.	YEAR	INSTITUTION
High School	CBSE	2008	Kendriya Vidyalaya Pushp Vihar, New Delhi.
Intermediate	CBSE	2010	Kendriya Vidyalaya Pushp Vihar, New Delhi
BBA	GGSIU (Guru Gobind Singh Indraprastha University)	2015	Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi.

TECHNICAL SKILLS:

- **Key Responsibility Area(KRA):-**Data Entry,Billing,Taxation,Back Office Operations & Tally
- **Ms office:-** Ms-Excel,Word,Power Point & Outlook
- **Internet**

CORE COMPETENCIES:

- Mapping clients requirements and coordinating and implementing processes in line with guidelines.
- Problem solving and analytical ability.
- Willingness to learn and contribute to the organization.

WORK EXPERIENCE:

- 3 Months Internship as Product Launch & Positioning-A Study Relation to a Dabur India Limited as a Intern
- 4 Years Experience in Omni Solutions as a (Computer Operator & BDM)
- 2 Years Experience in Service Equipment Company as a Billing Executive.

PERSONAL VITAE

Name : Nishant
Father's Name : Mr.Raj Kishore
Date of Birth : 20.12.1990
Marital Status : Married
Religion : Hindu
Language Known : English & Hindi
Nationality : Indian

Place:

Date:

(NISHANT)