

CURRICULUM VITAE

NIKHIL VASHISHTH

Flat No. C-112,
SRS City, Sector – 6,
Distt. Palwal - 121102

State – Haryana

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OBJECTIVE

- To obtain a long – term career with an organization which has a strong background and that provides me good opportunities for enhancement of professional and personal status.

EXPERIENCE

- 22 Months Experience as a Senior Process Associate in Wipro Limited, Sarita Vihar, NewDelhi.

Role & Responsibilities

- Manage large amounts of incoming calls
- Identify and assess customers' needs to achieve satisfaction
- Provide accurate, valid and complete information by using the right methods/tools
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Follow communication procedures, guidelines and policies
- Take the extra mile to engage customers

ACADEMIC QUALIFICATIONS

- 10th Passed from C.B.S.E in 2012 with 62%.
- 12th Passed from NIOS, in 2019 with 61%.

PROFESSIONAL QUALIFICATIONS

- Passed Three Years Diploma (Civil Engineering) from Vaish Technical Institute, Rohtak (Haryana) in 2017.

OTHER SKILL

- Basic knowledge of Computer.
- Knowledge of Internet.

HOBBIES

- Travelling.
- Listening music.

STRENGTH

- Positive Attitude
- Self Confident
- Good communication skills
- Punctuality value of time.
- Good Team Work

PERSONAL PROFILE

Name	Nikhil Vashishth
Father's Name	Sh. Ashok Vashishth
Date of Birth	20 th December, 1995
Sex	Male
Nationality	Indian
Marital Status	Un-Married
Languages Known	Hindi & English

DECLARATION

I here by declare that all above information given are correct from my best of knowledge.

Date:

Place:

(Nikhil Vashishth)