

Nikita K

" Seasoned professional with 2 years of experience. Expert in Typing Speed, Pivot Table, VLOOKUP, Tally, Advanced Excel "

nikitakharat471@gmail.com

8793610174

Current Designation: Not Mentioned

Current Company: Not Mentioned

Current Location: Pune

Pref. Location: Pune

Functional Area: Administration & Facilities

Role: Back Office

Industry: Financial Services

Key Skills: Typing Speed, Pivot Table, VLOOKUP, Tally, Advanced Excel, Mis Executive, Data Entry Operation

Total Experience: 2 Year(s) 0 Month(s)

Annual Salary: Rs 2.30 Lakhs

Expected CTC: Rs 3.50 Lakhs

Highest Degree: B.Com

Notice period: Not Mentioned

Work Experience

Bajaj Housing Finance

Back office operations | Apr 2023 To Aug 2024

Education

Undergraduates (Others)

B.Com (Commerce)

Pune University | in 2018

IT Skills

No IT Skills added

Language Known

Language	Proficiency	Read	Write	Speak
Marathi	Proficient	Yes	Yes	Yes
Hindi	Proficient	Yes	Yes	Yes
English	Proficient	Yes	Yes	Yes

Projects

No Projects Added

Other Details

Personal Detail

Date of Birth: Not Mentioned
Gender: Female
Marital Status: Single/unmarried

Address:

Not Mentioned
Home Town: Not Mentioned

Desired Job Details

Job Type: Permanent
Employment Status: Full Time

Work Authorization

US Work Status: Not Mentioned
Countries: Not Mentioned

Affirmative Action

Category: Not Mentioned
Physically Challenged: No