



JAIN NIKITA DILIPKUMAR

(M): 7984310041

nikitajain161999@gmail.com

Computer Literacy

- Operating Systems : Windows 10 / 7 / 8 / XP
- MS Office
- Basics of Computer
- Tally ERP9
- Use of Internet

Strengths

- Confidence and strong determination
- Good at maintaining Relations
- Problem solving attitude
- Adoptability to different environments and quick learning capabilities
- Team player, flexible, Punctual and Interest to Learn New Things

Hobbies

- Dancing, Crafting, reading books, Listening to music, Painting.

Personal Dossier

- **Date of Birth:** 16, September 1999
- **Gender:** Female
- **Languages Known:** Gujarati, Hindi, English, Mewari
- **Address:** 19, Mohankunj society, aryavat, near hatkeshwar, Ahmedabad-380008, Gujarat.

Objectives

To secure an entry-level position in a progressive organization that provides plenty of opportunities to improve and use my skills for growth in the finance vertical.

Education

- **MBA (Finance)** (2020-2022)(Completed)
 - Gandhinagar Institute of Technology (Gujarat Technological University)
 - I have got first class with distinction in MBA Finance (Sem 4 CPI- 8.48)
- **Bachelor of Commerce (B.COM)** (2017-2020)
 - Shri K.K Shastri Government Commerce College
 - Secured 74%

Work Experience

- Currently working as Business Analyst (Support Dept.) in Odoo Tiny ERP Pvt Ltd, Gandhinagar from March 2022 to at present.
- **IT customer support analyst(Business Analyst)**

Having an experience of 1.5 year as customer support analyst in odoo India private limited.

❖ Key roles

- ❖ Analysis and gather users(customer) requirements and tried to give best possible solution of their doubt within accurate time line.
- ❖ Create and maintain business requirements specifications documents technical terms to ensure product features objectives are met.

Projects undertaken during Education

- Summer Internship Project on “A Macro Analysis of Retail Industries with Special Reference to Online Grocery Providers”
- Multidisciplinary Action Project on “Implementation of diverse activities for Orphan children at SMIT Foundation”
- "Comprehensive Project Report On “CONSUMER PREFERENCE TOWARDS DIGITALIZATION IN TERMS OF UPI”

Achievements

- Participated in Critical Thinking
- Participated in International women's Day in Collage
- I got two Times prize in Social Function.
- Participated in Dance performance during my MBA Orientation Programme.