**Patel Nishil V.**

**Address:** E-501 Aarohi Elegance,

Gala GymKhana Road, South Bopal, Ahmedabad - 380058

**Email:** nishil.141991@gmail.com

**Mobile:** 9104800203

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and helps me achieve personal as well as organizational goals.

**EXPERIENCE**

**1. Process Associate**

1. **Ascendum KPS PVT. Ltd -** Oct 2020 - Present
   1. Handle the USA mortgage process.
   2. Verification of document regarding mortgage process.

**1. Admin & Counselor**

1. **BOTHRA Classes -** July 2019 - Mar 2020
   1. Maintained and organized numerous office files.
   2. Constantly updated the company’s contact and mailing lists.
   3. Monitored ongoing marketing campaigns.
   4. Monitored lead generation to closing minutely.

**2. Sales and Marketing Assistant & Communication**

1. **Flexiware Solutions -** May 2017 - Jun 2019
   1. Handled the company’s online presence- regularly updated the company’s website and various social media accounts.
   2. Monitored ongoing marketing campaigns prepared presentations for prospective clients.
2. **Harshdeep industries PVT. Ltd -** March 2013 - May 2017
   1. Handled the company’s online presence- regularly updated the company’s website and various social media accounts.
   2. Monitored ongoing marketing campaigns organize and keep the lead status updated in CRM software.

**EDUCATION**

**Bachelor of Science in Computer Application & Information Technology (2009 - 2012)**

Department of Computer Science,

Som Lalit College , Ahmedabad.

**PROFESSIONAL SKILLS**

* SQL Server 2005 Project Management.
* Team Management.
* Market Research and Communication skills.
* Networking experts.
* Collaborative nature

**STRENGTH**

* Fast Learner and enthusiasts.
* Team Player.
* Comfortable in working outside of my comfort zone
* Always willing to do whatever is helpful for the company and my personal growth.

I hereby declare that all the information furnished above is true to the best of my knowledge.