

NIKHIL.S.KAMBLE

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CAREER OBJECTIVE

Objective

To utilize potential to the best possible ways and adding value to the job for the maximum benefit of the organization and to leverage my ability and skill for the development and fulfillment of the organization gold and objective diversify

WORK EXPERIENCE : Currently working with **Resource Management Group (RMG)**

DESIGNATION : HR Executive

Duration – 5th Sep 2022 till Date

Professional work History

- Sourcing quality profiles from portals like **Naukri, LinkedIn ,Monster** and through reference & Social Network
- Scanning the Profiles of shortlisted candidates
- Understanding the requirements to fill various Positions
- Conducting initial interviews by phone to determine experience, skills, knowledge, fitment, aspirations, CTC expectations & location constraints.
- Engage with the candidates about the requirement and forward the profiles with details.
- Get feedbacks and Shortlist from clients
- Schedule interviews for shortlisted candidates accordingly
- Follow-up till the final rounds of interview and give the candidate timely feedback.
- Negotiate the salaries with candidates
- Coordinate with resource up to and after joining
- Updating the tracks on day-to-day basis and giving reports to management.
- Managing customers coordination with technical panel and understanding their requirements, Defining job positions.

COMPETENCY OVERVIEW

* Worked as Customer Relationship Officer in **M/s. IDBI INTECH LTD (BPO)**

Duration - 2nd May 2019 till 4th Sep 2022.

Experience in assigning engineers for the task to the site giving, proper guidance and handling client and customer queries / feedback,

Key skills

- Working as independent and team player.
- Handling resolving quires of the customer.
- Effective communication skills. Handling matters with confident
- Recruitment, staffing,
- Sales & telemarketing,
- Generating leads following up with old clients for sales

Professional work History

❖ Worked as Customer Service Executive in **M/s. IDBI INTECH LTD (BPO)**

- Communicating with the clients to provide information about the engineer
- Handling customer queries
- Making data sheet
- Assigning jobs to engineers
- communicating and advising the customer
- Meeting the sales target
- Responding promptly to phone calls and emails from customers about their feedback
- Maintaining and improving relationships with the client
- Maintaining and updating proper excel files and the portal
- Respond to applicants' questions and resolve any engineer or feedback-related issues.
- Get feedbacks and Shortlist from clients
- Updating the tracks on day-to-day basis and giving reports to management.
- Managing customers coordination with technical panel and understanding their requirements, Defining job positions
- Recruiting candidates for internal hiring
- Searching from company data
- Interviewing candidates for CRO position
- Interacting with Team leaders, Managers and Business team on daily basis
- Conducting initial interviews by phone to determine experience, skills, knowledge, fitment, aspirations, CTC expectations & location constraints.
- Schedule interviews for shortlisted candidates accordingly
- Follow-up till the final rounds of interview and give the candidate timely feedback
 - Negotiate the salaries with candidates

* Worked with **M/s. WNS PVT LTD. (B P O)**

As Associate Operations Executive.

Total 17 months of experience in handling Flipkart process and proper guidance and handling client and customer queries / feedback

Key skills

- Working as independent and team player.
- Handling resolving quires of the customer.
- Effective communication skills. Handling matters with confident

Professional work History

❖ Worked as Associate operations in WNS PVT LTD

- Handling Flipkart process
- Handling customer queries
- Making data sheet
- communicating and advising the customer
- Meeting the sales target
- Responding promptly to phone calls and emails from customers about their feedback

Academic qualifications

Qualification	Institute / Board	Year passing	Percentage
BA Graduate	I.C.L.E.S.Motilalal Jhunjhunwala college / Mumbai University	2021	70%
HSC	Mumbai University	2016	44%
SSC	Mumbai University	2013	46%

Personal data

NAME : Nikhil Sandesh Kamble

ADDRESS : Tony apartment Flat no 203, B wing, Plot no B-200, Sec 20 belapur Gaon ,
Belapur Navi Mumbai.

PHONE NO : 9987975979.

DATE OF BIRTH : 7th July 1996

E-MAIL ID : nikhilkamble70796@gmail.com

NATIONALITY : INDIAN

MARITAL STATUS : SINGLE

INTEREST

- TRAVELLING
- MUSIC
- SPORTS
- DANCING
- READING
- Languages known English, Hindi, Marathi.
- I hereby declare that the informed furnished by me is true to the best of my knowledge.
- Date:
- Place:

NIKHIL KAMBLE