

NIDHI JOSHI

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Indore, 452002

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Carrier objective

Diverse background to include experience in property claims, adjusting property and management customer services. Seeking to obtain a challenging position get new experience as well as utilize my communication and interpersonal skills to work towards organizational goals.

Experience

Work as an office assistant & legal property adviser in “Barjatya Associates” from 2016 to AUG 2023. Over 6 years + experience in conduct Title Search & investigation reports for Banks & NBFC. & Providing Sales Team & Credit Team Support.

Have a good Knowledge of Study & analysis of Property Documents that differs case to case.

Qualification

- **Bachelor of Commerce: Computer & Taxation**
Devi Ahilya Vishwavidyalaya, Indore (2014)
with 60 % Marks.
- **Higher secondary from :-**
Shri Guru Ramchandra Jha Public School, Indore (2011)
With 70% Marks.
- **Secondary Examination**
Shri Guru Ramchandra Jha Public School, Indore (2009)
With 60% Marks.

Key Skills

- Computer Knowledge.
- Strong Communication with Sales Team & Customers.
- Strong Diagnosis & Quick analysis of Property Documents.
- Ability to multi-tasking.
- Ability to work in dynamic work Condition
- Complex problem solver Ability work under pressure.
- Decision maker
- Quick learner.
- Time management skills.
- Front Desk Operations.

Personal Details

- Language Known : Hindi & English
- Nationality : Indian
- Gender : Female
- Marital Status : Un-Married
- Date of Birth : 04-02-1994

Declaration

I hereby declare that all the particulars given above are true to the best of my knowledge and belief.

Date:

Place: Indore

(NIDHI JOSHI)