

NIKHIL RAJ TALWARE

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Add.: - At Salhewada, Birsa, Dist Balaghat MP

OBJECTIVE

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

ACADEMIC QUALIFICATION

- | | |
|--|----------------------|
| • INDIRA GANDHI NATIONAL OPEN UNIVERSITY, DELHI
Master of Arts (M.A.) Hindi | 2021
68% |
| • RDVV UNIVERSITY JABALPUR, MP
Bachelor in Science (B.Sc.) Botany, Chemistry, Zoology | 2019
69% |
| • MPBSE BHOPAL, MP
HSSC (12th) Physics, Chemistry, Biology | 2016
84.4% |
| • MPBSE BHOPAL, MP
HSSC (10th) Core Subject | 2014
77% |

TECHNICAL EDUCATION

- | | |
|---|-----------------|
| • Pt. Ravi Shankar Shukla University Raipur, CG
Post-Graduate Diploma in Computer Application (PGDCA) | 2022 - Pursuing |
|---|-----------------|

WORK EXPERIENCE

➤ ALTOS DISTRIBUTER (1 YEAR)

- Connected 1000+ People with Direct Selling Platform and Provided them Training with support service.
- Generated 30000+ revenue within two month of retail selling program.

Skills Learnt: Team Work, Public Speaking, Taking User Reviews, etc.

RESPONSIBILITIES

- Goals set for centres month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
- Proper execution of order and dispatch it on time.
- Follow up for payment.
- Maintain good relation with client.

SKILLS SUMMARY

- **Operating System / Platforms:** Windows (7,8,10)
- **MS-Office:** MS-Word, MS-Excel, MS-Power point
- **Tools:** Tally 9
- **Language:** English, Hindi
- **Soft Skills:** Communication, Public Speaking, Sales and Leadership

CERTIFICATES & COURSES

➤ Management and Leadership

Udemy Mar 2023

- Create positive impact on Client
- Communication and Project Management
- Make Effective Decisions for Company and Clients

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