

# Nikhil Patel

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A **motivated** and **personable** engineering student pursuing **bachelor's** in **Computer Applications** at the **Indira Gandhi National Open University**. "I am seeking opportunities to join a company that can help me in enhancing my skills, strengthening my knowledge and realizing my potential. I am willing to explore a wide variety of opportunities that can help me gain perspective."

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## Experience

JUNE 2022 – PRESENT

**Billing Executive**/Asian Travel House – Vasant Kunj New Delhi

Making the **invoices** for the **clients** and **assist** them with **further** processes, that is, generating **credit** and **debit notes**. **Improved** and **streamlined** the **billing** process **since my joining**.

My **roles** and **responsibilities** –

- Making invoices for the services used by the clients
- Assisting them with invoice amendment by generating credit and debit notes
- Decent communication skills as I have to contact a lot of vendors in case, we have outsourced the service from them
- **Provide MIS** and all other **reports** to the **sales managers** and **owner** of the **company**.
- Checking profit and loss if the service is outsourced from the vendor.

MAY 2022 – JUNE 2022

**Telecaller (Work from Home)** /GIG India – New Delhi

My role was to call Amazon Pay merchants, from the leads provided by GIG India and explain the monthly cashback offers to the merchants according to the script provided. It was a work from home profile. This job helped me improve my telephonic conversation skill a lot.

AUGUST 2021 – APRIL 2022

**Billing Executive**/Sarathi Tour and Travels – Saket New Delhi

Making the **invoices** for the **clients** and manage the **whole operation** as I was the **only person** there. Which includes **allotting vehicles** to **drivers**, contacting the client, **making** the **invoice**, and much more.

JANUARY 2021 – JULY 2021

Software Tester and Support Provider/Rochasoft – Rajpur New Delhi

I have also worked as a software tester and support provider on behalf of Rochasoft. My role was to test Traveler Track software designed by Rochasoft and also to provide technical support to their clients.

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## Skills

Type 70 + WPM • Proficient with Workday • Team player • Excellent time management skills • Conflict Management • **Keen Learner** • Data analytics • **Good Analytical Skills** in Excel • **Strong grip on Excel and Formulas** • **Hands on Experience** on Scheme • Basic knowledge of Accounts

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## Education

PURSUING (COMPLETING THIS YEAR)

Bachelor of Computer Application/Indira Gandhi National Open University – New Delhi

JUNE 2019

Intermediate(12<sup>th</sup>)/KS Memorial Public School – New Delhi

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## Interests

Literature • Geo Politics Awareness • Cubing • Coding • Travel • Space Science and Tech • Philosophy



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