

## Curriculum Vitae

### Personal Contact Details

|            |                                                                        |
|------------|------------------------------------------------------------------------|
| Name       | Nikhil Singh                                                           |
| Email ID   | <a href="mailto:niksraiput2611@gmail.com">niksraiput2611@gmail.com</a> |
| Contact No | 7622964589                                                             |

### SYNOPSIS

|                              |                                                                                                                                                       |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Career Objective             | To learn, grow & excel in stimulating environment & growing organization & to contribute substantially in its success.                                |
| Computer Proficiency         | Working on Microsoft Excel (Basics), Microsoft word<br>Operating system- MS Windows.                                                                  |
| Working Capability           | Quick on learning and acquiring new job responsibilities<br>Adapted to new working environment with ease.<br>Can work independently or within a team. |
| Extra Curriculum Activities: | Passed Debt recovery agent exam<br>Data analyzing, communication.                                                                                     |

### ACADEMIC QUALIFICATION

| Educational Qualification | Institute         | Subject/Trade | State/Board/University | Passing year |
|---------------------------|-------------------|---------------|------------------------|--------------|
| S.S.C                     | GSHEB<br>Board    | General       | GSEB                   | 2015         |
| H.S.C                     | GSHEB<br>Board    | Commerce      | GSEB                   | 2017         |
| B.com                     | M.S<br>university | Account       | M.S university         | 2021         |

### CAREER HIGHLIGHT

| Work Experience |                                                                                                                                             |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Organization    | <b>Concentrix pvt ltd.</b>                                                                                                                  |
| Job Post        | Customer care executive.                                                                                                                    |
| Role            | customer service and support to customers of AMAZON from domestic background. To provide after sales support to clients around the country. |
| Duration        | 22 June 2020 to 30 <sup>th</sup> Nov 2020                                                                                                   |
| Clients         | Amazon india<br>AXIS bank pvt ltd.                                                                                                          |
| Duration        | 16 <sup>th</sup> Feb2021 to 2 <sup>nd</sup> Jan 2022                                                                                        |
| Total work Exp  | 1 Year 4 months                                                                                                                             |

|                   |                                         |
|-------------------|-----------------------------------------|
| Organization name | <b>Piramal finance ltd.</b>             |
| Duration          | 19 <sup>th</sup> June 2023 to till date |
| Designation       | Relationship manager                    |

#### PERSONAL DETAILS

|                |                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------|
| Father's name  | Kamta Prasad singh                                                                                                        |
| Date of Birth  | 26/11/1999                                                                                                                |
| Language Known | English, Hindi, Gujarati (Read, write, speak all languages)                                                               |
| Nationality    | Indian                                                                                                                    |
| Religion       | Hindu                                                                                                                     |
| Marital Status | Unmarried                                                                                                                 |
| Hobbies        | Listening music, Playing cricket, meeting new peoples, travelling.                                                        |
| Address        | B, 308 Shivalaya heights, beside bhel town ship, opp Jalaram mandir, near gayatri vidyalaya, gotri road, Vadodara. 390021 |

(NIKHIL SINGH)