

Curriculum Vitae

NITISH BHARDWAJ

Address- 629, Chirag Delhi, New Delhi 110017

Mobile:-9654648456, 9891716109

Email: nitishbhardwaj629@gmail.com

OBJECTIVE

To Be A Part Of Organization With Scope For A Challenging Career Opportunity For Learning With Continuous Improvement Of Skills, Knowledge And Experience With Wider Scope For Growth.

INTERNSHIP / EXPERIENCE

M. L. Outsource Services

Duration – 1st Nov 2015 – Till Now

Job Profile:-

Working as Customer Support and Coordinator.
Handling customer queries on call to resolve the issues.
Taking care of the sales in the company through direct sales.
Managing relationship with the existing and prospective customers.
Assign calls to field Engineers.
Handling stock in and out entries.
Checking all E-mail revert to back.

Capital Trust Limited

Duration – 16th June 2012 – 30th Oct 2015

Job Profile:-

Working with MIS as a Data Entry Operator.
Maintaining Documents in Company.
Making Credit Appraisal.

Educational Qualification:

B.COM from University of Delhi (2011).
12th from C.B.S.E Board (2008).
10th from C.B.S.E Board (2006).

Professional Qualification:

Knowledge of MS Word, Excel, PowerPoint
Knowledge of Internet
Tally ERP 9 Basic
Typing Speed 25-30 WPM.

Strengths:

Ability to adopt and flexibility to change.
Self motivated and self inspired.
Positive Attitude and punctual.

Hobbies :

Interacting with people
Listening Music
Making new friends
Travelling and Games.

Personal Information :

Date of Birth	: 18-08-1991
Father's Name	: Lt. Mr. Atam Swaroop Bhardwaj
Gender	: Male
Marital Status	: Single
Nationality	: Indian
Languages Known	: English, Hindi

Date -
Place –

Signature
