

CURRICULUM VITAE

Nisha kanojia

Punchkutir Ganesh Nagar
Nisha Power Laundry, Kamla
Niwas Near Bhanu Store I.I.T Powai
Mumbai- 400076

Mobile No. : **9769084406**
E-mail : nishadhobi002@gmail.com

OBJECTIVE:-

I like to work hard to the best of my ability, so that valuable professional contribution is made to an organization and to obtain a challenging position in my career.

PERSONAL DETAILS:-

Date Of Birth	:	01/05/1994
Gender	:	Female
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	Hindi, English & Marathi
Hobbies	:	play Kabbadi , Dancing , Reading Books, travelling .

EDUCATIONAL QUALIFICATION:

- Plan B.COM from Mumbai.
- M.com Part 1 complete

ADDITIONAL QUALIFICATION:

- Basic computer knowledge
- Tally & Diploma in Office Application.
- Knowledge of MS Excel and MS Office

WORK EXPERIENCE:-

- Worked in “**Humanity care foundation**” as a **tele-caller** for 1 year 3 months at Mumbai.
Roll :- Calling to client At donation purpose/ Data Entry
- Worked in “**Dominos in a Packing Department**” for 6 months at Mumbai.
Rolls :- Packing the Product and dispatch the material/Manage Stock.
- Worked In “ **Acertec Technologies PVT. LTD**” As a Customer Support Executive at Mumbai
Rolls :- Customer Support Executive/prepare Quotation/ Mange Stock and also do the Stock Audit
Involve in sales Department/ Customer payment follow up/ Mange the holl office / involve in Management Department / planning.

SKILLS :

- Good Communication
- Easily Handle the Customer
- Good Coordination
- Good Management Skill
- Hard Working

Place : MUMBAI

Date :

(NISHA KANOJIA)