

Curriculum Vitae

Nitin

Mobile: 8368837479 E-Mail: nitindelhi42@gmail.com
Address : Plot No. 17, KH No. 8/16, Gali No. 4, Block I, Swaroop Nagar
New Delhi, Pin Code: 110042

Location Preference: Delhi & NCR

CAREER OBJECTIVE

Looking for a challenging job where I can use the knowledge and skills developed during my academic career and grow professionally by exploring new vistas of life.

KNOWLEDGE PURVIEW

- Sound knowledge of preparing MIS reports and sending it to the concerned team within TAT.
- Capable of gathering/updating data to maintain departmental records and databases.
- Deft in coordinating activities as appropriate & preparing internal reports for management.
- Conversant in maintaining the TAT specified for the task as per quality for enhanced customer satisfaction level.

ACADEMIC QUALIFICATION

- Bachelor of Arts from Delhi University in 2018.
- Senior Secondary Examination from C.B.S.E. Board in 2014.
- Matriculation from C.B.S.E. Board in 2012.

PROFESSIONAL QUALIFICATION

- 6 months diploma in basic computer program.
- I possess good amount of knowledge of MS Excel (V Lookup, H Look up, Pivot Table, Formula's etc.).

EMPLOYMENT DETAILS

- **Working as Executive in Operations department of Vipul Medcare Pvt. Ltd from April'2016 to present.**
- **Worked as Store Executive in Medhealthstore.com (A unit of RTS Rural Technology Services Pvt. Ltd.)**

PERSONAL DETAILS

Father's Name	:	Mr. Jasbir
Date of Birth	:	16th March, 1997
Gender	:	Male
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Hobbies	:	Listening Music
Languages Known	:	English & Hindi

Date _____

Place _____

(NITIN)