**Nikita jain**

**Contact:** +919999170058

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Seeking an opportunity to work in a reputed organization by making best use of my skills, capabilities, dedication and commitment towards the job undertaken and to contribute effectively to the goals of the organization.

**EXPERIENCE:**

**worked as a teacher at kids elementary school, ashok vihar**

**WAS TRAINE AT aKZONOBLE COMPANY, GURGAON.**

**WORKED AS TRAINER IN AUTOCADD AT CADD CENTRE PITAMPURA.**

**Worked as a counselor at ais pvt.ltd, netaji subhash place, pitampura.**

**working as Sr.STUDENT AQUISITION EXECUTIVE AT NATIONAL INSTITUTE OF LEARNING AND ACADEMICS, GURGAON (BATRA GROUP).**

### CERTIFICATIONS / Licences:

##### 2 years Advance Diploma in Interior Designing from Satyam Polytechnic.

##### Diploma in IAD Grafx (AutoCadd, Sketchup, Photoshop) from Cadd Center Dreamzone Pitampura.

**ACADEMIA:**

1. **B.A (Pass)** from University Of Delhi.
2. **10+2th** (CBSE Board) in 2008, Delhi
3. **10th** (CBSE Board) in 2006, Delhi

**Co-Curricular Activities:**

 Participated and won Basketball Tournament and Volley Ball at inter-school level.

 Keenly contributed for the enthusiastic and overwhelming participation in the work of SOS Children's Villages of India for the Child in Need at school level.

 Actively participated in National Progressive School's Conference.

**Skills:**

Well versed with Microsoft Word, Excel, PowerPoint, a Strong Mathematical and statistical knowledge to ensure error-free calculations

Time management and organizational skills that help to complete the given tasks promptly and correctly.

**HOBBIES:**

Interacting with people, reading , listening to music, shopping.

Highly motivated, hardworking , competent and proficient fresher with the zest to excel in everything I do and contribute towards the growth of the organization I get an opportunity to work with.

**ADDITIONAL INFO:**

**Date of Birth:** 21 Feb 1991

**Gender/Marital Status: Female**/Single

**Languages known**: English, Hindi, Punjabi