

Nikita Singh

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E: 10nikitasingh@gmail.com

Career Objective

To find a stimulating and challenging role in an organization where I can use my excellent interpersonal, management and co-operative skills to make a positive contribution.

Key Skills and Abilities

- Leadership and teamwork skills.
- Work effectively with diverse groups of people.
- A fast learner and self-motivated.
- Adaptability and ability to work under pressures.
- Maintain a high standard relation with customers.
- Proficient communication skill in Hindi & English Language (Verbal & Written).
- Committed and dedicated to work.
- Critical thinker and problem solver.
- Able to resolve conflicts.
- Decision making and time-management skills.

Work Experience

- 2 Year 2 month of experience with Yuvik Solution Pvt. Ltd. as an AR associate from Oct 2017 to Dec 2019.
- 2 Year 1 month of experience with Yuvik Solution Pvt. Ltd. as an Quality analyst from Jan 2020 to Feb 2022.

Achievements

- Awarded with Certificate of Excellency in Yuvik Solution till three consecutive months.
- Awarded with Best Project recommendation during Intermediate.

Education and Professional Development

- Bachelor of Arts from Delhi University, in 2021.
- Senior Secondary from CBSE Board
- Secondary from CBSE Board.

Proficiencies

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- PowerPoint
 - Excel
 - Word
 - Sites Navigating

Personal Details

Father's Name - Mr. Dharam pal Singh
Date of Birth - 08-10-1998
Sex - Female
Nationality - Indian
Address - D-3/524, Amar colony East Gokal Pur delhi-110094

Declaration

I hereby declare that the information mentioned above is true to the best of my knowledge and references will be provided when required.

Date:

Place:

Nikita Singh

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