***CURRICULAM VITAE***

***NIKHIL VAID***

Add. - Guru Nanak Colony

Dhandari Kalan

Ludhiana

**Mob.-**9896429074 , 7015653238

**Email:**niksvaid0720@gmail.com

**Date of Birth:** 07-10-1997

**CAREER OBJECTIVE**

To Work for a professionally managed company with a good organizational objective & friendly environment in a capacity that offers responsibility, challenged job, satisfaction & scope for personal development & growth. In the field of Receive & Dispatch along with Purchase where my proficiency in the application of a Receive & Dispatch Manager & Purchase will be fully consumed to help the organization reach its objectives with excellence & ease and utilize my technical and behavioral skills and grow along with the growth of the organization.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year of Passing** | **Percentage** |
| 10th | C.B.S.E | 2013-14 | 7.0 CGPA (66.5% ) |
| DIPLOMA | H.S.B.T.E | 2014-17 | 58% |
| B.A | KUK | 2019-2022  | 67.75% |
| M.B.A (Marketing) | KUK | 2022-2024 | Pursuing |

**TRAINING**

* Training from **INFOWIZ** Chandigarh in **PHP & NETWORKING.**

**PROJECTS UNDERTAKEN**

**Project Title:** COLLEGE SITE

**Role:** Team member

**Brief Description:** The project deals with the maintenance of college, faculty, student information of a college.

**TECHNICAL SKILLS**

* Basic knowledge of Computer
* H.T.M.L , PHP , NETWORKING
* MS Word, Power Point, Excel
* MS Windows
* Internet
* Programming Skills
* Data Analysis
* Quick Learner & Highly Motivated
* Explore new ideas to work.

**RESPONSIBILITIES REGARDING WORK**

* Data Entry
* Billing
* Data Processing
* Knowledge of Receive and Dispatch
* Knowledge of Stock Handling
* Knowledge of Purchase
* Knowledge of Gen. Store
* Document Handling
* Clerical & Administrative Skills
* Store Management
* Store Keeping

**EXPERINCE**

* Seven months of experience from a Pvt. Shop as a **COMPUTER OPERATOR** (Aug. 2017 – Feb.2018)
* Four months of experience as a **HEAD TELE-CALLER** in a **Call Centre** (Mar. 2018 –

June2018)

* Currently working in M/S **EVELINE INTERNATIONAL** as a **PURCHASE EXECUTIVE and RECEIVE & DISPATCH CLERK** Since July 2018.

**BEHAVIORAL SKILLS**

* Hard working
* Teamwork Spirit
* Self Motivated with positive attitude
* Quick learner
* Confident
* Listening Skills
* Good Communication Skills

**PERSONAL DETAILS**

**Father’s Name :** Late. Sh. Vijay Vaid

**Mother’s Name** : Smt. Mamta Vaid

**Nationality :** Indian

**Hobbies :** Cricket, Travelling

**Languages Known :** English, Punjabi, Hindi

**Marital status** : Single

**Current Salary** : 17000 CTC

**Expected Salary** : More than 25% Hike

I hereby confirm that the information furnished is correct to the best of my knowledge and in case of any discrepancy, I will be whole responsible.

**DATE**:

**PLACE**: Ludhiana **NIKHIL VAID**