

NIKHIL VAID

Add.-Guru Nanak Colony
Dhandari Kalan
Ludhiana

Add. - #88,Geeta Colony, Kansapur road
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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 Computer Engineering as a Computer Operator where my proficiency in the application of a computer operations will be fully consumed to help the organization reach its objectives with excellence & ease and utilize my technical & behavioral skills and grow along with the growth of the organization.

ACADEMIC QUALIFICATION

Qualification	Board/University	Year of Passing	Percentage
10 th	CBSE	2013-2014	7.0 CGPA (66.5%)
DIPLOMA	HSBTE	2014-2017	58%
B.A.	KUK	2019-2022 (P)	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
- HTML, PHP ,NETWORKING
- MS Word, PowerPoint, 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
- Document Handling
- Clerical & Administrative Skills

EXPERIENCE

- Seven Months of Experience as a **COMPUTER OPERATOR** in a **Pvt. Shop** (Aug. 2017 – Feb. 2018)
- Four Months of Experience as a **HEAD TELE-CALLER** in a **Call Centre** (Mar. 2018 – June 2018)
- Four years of experience from **EVELINE INTERNATIONAL LUDHIANA** as a **COMPUTER OPERATOR CUM 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. MamtaVaid
Nationality : Indian
Hobbies : Cricket
Languages Known : English, Punjabi, Hindi
Marital status : Single

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

DATE:

PLACE: Ludhiana

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