

NIKHIL PATWAL

COMMUNICATION DETAILS

ADDRESS

764, TYPE 3,
SARASWATIPURAM,
JAWAHARLAL NEHRU UNIVERSITY,
NEW DELHI, 110067. INDIA

MOBILE NO. : 9953156912

EMAIL ID : patwal.niks@gmail.com

PERSONAL DETAILS

GENDER : MALE

DATE OF BIRTH : 21/06/1995

STATUS : UNMARRIED

EDUCATION

SCHOOL | KENDRIYA VIDYALAYA, JNU, NEW DELHI

- 10th : CBSE DELHI | MARKS IN CGPA – 6.0
YEAR OF PASSING - 2011
- 12th : Commerce with Mathematics | MARKS in % – 64.5% (BEST 4)
YEAR OF PASSING – 2013

DEGREE

UNIVERSITY – JAMIA HAMDARD, NEW DELHI

BBA (BACHELOR OF BUSINESS ADMINISTRATION)

- 1st YEAR MARKS IN % : 50 %
 - 2nd YEAR MARKS IN % : 51.625 %
 - 3rd YEAR – 51.5 %
- YEAR OF PASSING – 2018

PROFESSIONAL

- Proficiency in MS Windows OS & MS Office.
- Proficiency in **Advance Excel**.
- Proficiency in **Tally 9 ERP**.

WORK EXPERIENCE

- Worked from January 2019 to November 2019, on contract basis as an assistant in **Intellectual Property Management Cell, JNU**

WORK PROFILE

- Data recording (MS Excel, MS Word)
- Managing Files.
- Communicating with Attorneys and faculties (Through mails, messages and calls)
- Arranging meetings.
- Forwarding invoices of the faculties (PI) for payment.
- Printing and scanning the confidential documents (keeping records).