

CURRICULUM VITAE

Miss Nikita Kumari

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Profile Summary

To work for an organisation which provides me the opportunity to improve my skills and knowledge to growth along with the organisation objective.

Special Skills

Excellent written and Oral communication.
Obtains good presentation skills
Resourceful and quick Learner
Good ability to work in a Team
Good interpersonal skills
Inquisitive for learning

Educational Qualification

Course / Education	Board / University	Passing Year	Percentages
Matriculation	C.B.S.E/ Vidya Jyoti School	2011	60.08
Intermediate in Commerce	C.B.S.E/ D.A.V Public School, NIT	2013	56.06
BBA	Jamshedpur Women's College	2013-2016 (Session)	77.80

Technical Qualification

- MS Office
- Internet Application Knowledge
- Tally ERP 9 with GST

Work Experience

Worked as a Telecaller in Aashvi Innovations Pvt Ltd. Later promoted as a Software Tester from (June 2018 to December 2018).

Accounting intern at CA Thakur Amar Singh & Co. (August 2019 – November 2019)

Delivery Station Liaison at Amazon Transportation Services (December 2019 – Present)

Career Summary

- Communication with both internal and external customers regards delivery methods.
- Conflict resolution to provide the best customer solution.
- Problem solve to arrange appropriate solutions to suit customer needs.
- Work independently, make complex investigation decisions with little to no guidance.
- Handling both verbal and written contacts.
- Supporting customers by emailing.

Extracurricular Activities

- Participated in various competitions like Extempore, Debates and Essay writing and achieved good recognition.
- Participated in Inter college Seminar on “Relevance of technology in Management Studies in the present era” organized by Mrs. K.M.P.M College. Presented paper entitled “Drinking water Challenges”.
- Participated in 3 legged race at School level standing 3rd position.
- Participated in different cultural and Social events.
- Participated in Bhartiya Sanskriti Gyan Pariksha in 2008 getting Excellent remarks.

Personal Attributes

Name	-	Nikita Kumari
Date of Birth	-	10th February 1995
Gender	-	Female
Marital Status	-	Single
Father’s Name	-	Subodh Sinha
Nationality	-	Indian
Languages	-	English and Hindi

I hereby declare that the information written above is true and as per my knowledge.