

# ***CURRICULAM VITAE***

## ***NIKHIL VAID***

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Ludhiana  
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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 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**

<b>Qualification</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Percentage</b>
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 - June 2018)
- 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**