



Nitish vishwakarma

Account & Admin Executive

6+ Yrs Exp.

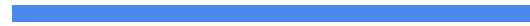
Ranchi, IN
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SUMMARY

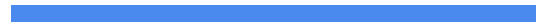
Dedicated Finance Executive with 6 years of experience in all areas of Finance, Marketing & admin management. Looking for an excellent challenging career that gives me good scope to apply my knowledge and skills and be part of the team by working hard with discipline.

KEY SKILLS

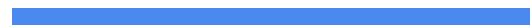
SQL



MS-Excel



ERP



Sales & Marketing



Accounting Management



PROFESSIONAL EXPERIENCE

JK CONSTRUCTION - Ranchi, IN Oct 2020 - Present

Accounts & Admin Executive

Deals in Optical Fiber/solar work/ construction work

- Handling accounts of the firm and managing administrative works as well.
- Manage all operational functions, including account openings, trades, documentation, regulatory compliance and marketing collateral.

sparrow softech Pvt. ltd. - Ranchi, IN Dec 2019 - Oct 2020

Account Executive

Sparrow Softech pvt. ltd. offers a comprehensive range of software and IT solutions, including packaged applications for the Manufacturing and others

Financial services/Management/keep records of sales and data/Voucher creation/Filing/Tally Entries_Sales_Receipt_Payment_expenses/GST Return.

Concentrix Daksh India Pvt. Ltd - Ranchi, IN Apr 2019 - Dec 2019

Customer Service Representative

business services company specializing in customer engagement and business performance

Technical support/Customer support service/ Resolving customer complaints/ Managing a team of representatives offering customer support.

Credence Tie-(OPC)PVT. LTD. - Ranchi, IN Oct 2017 - Feb 2019

Sales Executive

Outbound sales/Managing sales proforma-records/sales relationship management/Organize

sales drive/ establishing new business/ demonstrating and presenting products.

CONCENTRIX - Gurgaon, IN Nov 2016 - Jul 2017

Customer Service Executive

business services company specializing in customer engagement and business performance

Technical support/Customer support service/ Resolving customer complaints/ Managing a team of representatives offering customer support.

TRIPTI ENTERPRISES - Ranchi, IN Mar 2014 - May 2016

Office Assistant & Admin

Government contractor Firm

Accounting/Admin work

EDUCATION

MBA

Ranchi University
Institute Of Management Studies
Aug 2017 – Oct 2019 – Ranchi, IN

Bachelor in Finance & Marketing

Ranchi University
St. Xavier's College
Jun 2013 – Aug 2016 – Ranchi, IN

INTERMEDIATE

Ranchi University
St. Xavier's College
May 2011 – Jun 2013 – Ranchi, IN

ACHIEVEMENTS

ASSOCHAM _PR Executive

Feb 2021

Corporate meetings, Meeting with ministers , secretariat to brief them about ASSOCHAM

CERTIFICATIONS

Diploma in computer Applications

Info, Aug 2017

LANGUAGES

Hindi

 Fluent

English

 Fluent

HOBBIES & INTERESTS



Travelling



Sketch

SOCIAL MEDIA



facebook
nitish_vishwa