



Nitish kr. Vishwakarma

Finance & Marketing Executive

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.

✉ vishwa.nitish2@gmail.com

☎ 9835794038

📍 Taigore hill road, Morabadi, Ranchi, India

📅 11 August, 1996

WORK EXPERIENCE

Accounts & Admin Executive

J.K. Construction

10/2020 - Present

Ranchi

Construction / Maintenance company

Achievements/Tasks

- Maintaining Accounts/GST/Tally ERP/organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing datas

Accounts Executive

Sparrow softech pvt. ltd.

01/2020 - 09/2020

Ranchi

Achievements/Tasks

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

Sales Executive

Credence Tie-up (OPC) PVT. LTD.

11/2017 - 12/2019

Ranchi

Achievements/Tasks

- Outbound sales/Managing sales proforma-records/sales relationship management/Organize sales drive/ establishing new business/ demonstrating and presenting products

Executive

Concentrix Daksh India Pvt. Ltd

11/2016 - 07/2017

Gurgaon

Business service company

Achievements/Tasks

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

EDUCATION

MBA

Institute of management studies

07/2017 - 07/2019

Ranchi

Courses

- Finance & marketing - 80%

BFMO

St. Xavier's College

06/2013 - 06/2016

Ranchi

Courses

- Finance & marketing - 75.37%

Intermediate

St. Xavier's College

05/2011 - 05/2013

Ranchi

Courses

- Commerce - 67.8%

SKILLS

GST

Communication

Customer service

Management

Leadership

Ms-word

Sales

Ms-Excel

Tally ERP

Presentation skills

creativity

INTERNSHIP

The Associated Chamber of commerce & Industry of India (12/2019 - 01/2020)

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

CCL, Ranchi (06/2018 - 07/2018)

- Working capital

Cholamandalam MS General Insurance (07/2015 - 08/2015)

- Learnt about general insurance workings and their different types

ACHIEVEMENTS

Captian (2008 - 2009)

Caption of the volleyball school team

Cultural coordinator (2016)

Cultural coordinator team of the Xavier's annual fest

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Traveling

Sketching

Meeting new people

Exploring new places