

NITIN BAKOLIA

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3095/35 Beadon Pura Karol Bagh
New Delhi 110005



CARRIER OBJECTIVE

- To obtain a position that will enable me to use my education background and ability to work well with people and consider my-self as a fruit full asset for the organization.
- Grabbing maximum of the knowledge & improving the skills in order to attain self- growth as well as for the organization by providing quality service.

EXPERIENCE

1/11/2018 - Till Date	AMJEY CHEMTRADE PVT LTD Preparation billis and E-way bill, E- Invoice Preparation billis and E-way bills
13/01/2013 - 20/07/2013	MATRIX CELLULAR INTERNATIONAL SERVICE PVT LTD Verified Coustomer Billing Details Doing Coustomer Billing Details
01/01/2009 - 15/12/2012	SAMPARK BPO PVT LTD Tele Sales Executive Doing telephone calls for new clients

EDUCATION

2017	Mahatma Gandhi University Graduate
2010	National Institute Of Open Learning Intermediate
2007	National Institute Of Open Learning Matriculation

NON ACEDAMIC QUALIFICATION

- 6 Month Diploma in OFFICE AUTOMATION from Cyber Computer
- Certificate from Government Civil Defence Measure, Elementary Rescue and Elementary Fire fighting
- Membership certificate of CIVIL DEFENCE CORPS from Directorate General of Home Guard & Civil Defence, Govt. Of NCT of Delhi

STRENGTHS

- Knowledge of basic computer work and application
- Self- motivated, responsible and positive attitude

SKILLS

- Positive View
- Punctuality
- Hard Working
- Good listener and learner

LANGUAGE

- English
- Hindi

PERSONAL PROFILE

- Father's Name: Ganga Parsad
- Date of Birth: 28/11/1989
- Gender: Male
- Marital Status: Married
- Religion: Hindu
- Nationality: Indian

DATE

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PLACE

- New Delhi