

# NIDHIN VARGHESE

 JUINAGAR, INDIA

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## PROFESSIONAL SUMMARY

To associate with an organization which progresses dynamically and give me a chance to enhance my skills and be a part of the team that excels and work towards the growth of the organization.

## WORK HISTORY

**Project Engineer**, 12/2021 - 11/2024  
Yespee Engineering, Ernakulam, Kerala

- Visited sites to check project progress and eliminate bottlenecks.
- Scheduled projects and resources to meet deadlines whilst achieving target spends.
- Created detailed project schedules, working closely with contractors to manage deadlines.
- Coordinated project resources, goals and activities, facilitating successful closure and handover.

**Office Assistant (Remote)**, 01/2018 - 11/2021  
Cloudsubset, Dubai, Dubai

- Client Calling: Engage with clients over the phone to address inquiries and provide support
- Reporting: Prepare and maintain reports on sales activities and lead management
- Support: Provide general administrative support to ensure efficient office operations

**Sales Executive**, 01/2015 - 01/2018  
Sports Gate, Bahrain, UAE

- Established and maintained positive, profitable client relationships through superb communication.
- Delivered professional sales presentations, creatively communicating product quality and market comparisons to prospective clients.

**Customer Service Executive**, 01/2014 - 01/2015  
Serco, Mumbai, Maharashtra

- Explained benefits and advantages of different product and service offerings to customers.
- Updated account information after every customer call for data accuracy.
- Contacted supervisor immediately when issues required escalation in effort to avoid lost revenue.

## SKILLS

- Report writing skills
- Market trends understanding
- Customer relations
- Customer service
- Account management
- Financial records analysis
- Sales process
- Sales and market development
- Excel proficiency

## EDUCATION

**DEGREE, Chemistry**, 2013  
BAM College - Mallappally  
GPA: 70

**HSS, Computer Science**, 2010  
NSS HSS - Kunnamthanam  
GPA: 79

**SSLC**, 2008  
NSS HS - Chalappally  
GPA: 82

## LANGUAGES

**Malayalam:** Native language

English:	C1
<div><div></div></div>	
Advanced	
Hindi:	C1
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Advanced	
Arabic:	B2
<div><div></div></div>	
Upper intermediate	

## PERSONAL DETAILS

**Date of Birth / Age:** 12/07/1992  
**Nationality:** INDIAN