



NIKHILRAJ N

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Career Objective

Highly detail-oriented and a pragmatic thinker with strong background in commercializing and transforming businesses into profitable assets. Known for building strong teams and bring new ideas to optimizing organization and delivering high gains

Core Competencies

Strong written and oral communications
Attention to detail
Analytical and problem solving skill
Time Management
Active Learning
Critical thinking
Customer relationship management
Interpersonal skill

Highest Education Level Bachelor of Business Administration
Higher secondary – computer science

Software Proficiency

Tally, MS office Applications.

Work Experience

SHRIRAM FINANCE LIMITED

DURATION: 2023 Dec 21st-May 31st 2024

AS RELATIONSHIP EXECUTIVE

- Assists customers in branded, friendly, proactive and efficient manner with appropriate follow-up as necessary.
- Repairing disengaged or fractured relationship.
- Identifying a range of our offering that could meet the goal and values of each clients
- Harnessing internal relationships to better address clients’ needs and to maximize our profit.
- Prompting clients to upgrade their existing packages and to purchase additional offering
- Settling clients concerns in swift and professional manner
- Communicate with other executive to maximize profit

MORDERNTEX TEXTILE TRADING LLC DUBAI-UAE

DURATION: 2023June 1st- Nov 8th 2023

AS OPERATION TEAM MEMBER

- Prepare contract for customer
- Making new templates based on additional details
- Review the supporting documents of the order
- Communication with customers and suppliers.
- Accounts related activities
- Regular follow with suppliers and customers
- Receivables tracking and its follow up
- preparing indent and instruction sheet for suppliers
- checking contract send by suppliers

SURYA RESIDENCY KANNUR, KERALA

DURATION: Oct 2nd2022-May 20th 2023

AS FRONT OFFICE EXECUTIVE

- Keep front office clean, tidy and supplied all necessary supplies
- Answer all the customers and address their complaints
- Manage incoming and outgoing calls
- Greet communicate with and welcome guest
- Respond to customer inquiries
- Monitor and update record files
- Prepare and manage outgoing mail

PROFESSIONAL STRENGTH

- Sincere and punctual
- Confident and good team player
- Ability to work and learn under pressure
- Work independently and result oriented
- Excellent interpersonal and communication skill
- Can work with minimum

Personal Details

Gender: Male
Languages: English, Hindi, Malayalam &Tamil
Date of Birth: 11/11/1999
Marital status: Single
Nationality: Indian
Place: Thalassery, Kannur

DECLARATION

I hereby declare that the above-mentioned information is true and correctness of the above-mentioned particulars.