

# Curriculum Vitae

Nishit Joshi

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## CAREER OBJECTIVE -

To work in a growth-oriented environment and contribute to the best of my ability towards the growth and development of a progressive company as well as fully utilize my interpersonal and academic skills to pursue a challenging and rewarding.

## WORK EXPERIENCE -

2016-17: Sales Executive, Navneet Motors (Udaipur, Rajasthan, India)

- Expert knowledge of the selling process and effective sales techniques.
- Excellent communicator and Relationship building skills.
- Motivated in a target-driven environment.
- Optimistic and a positive can-do attitude.

2017-20: Manager, Yuvraj Construction (Rajasthan, India)

- Monitored 3 sites on a daily basis to check progress
- Daily delegation of responsibility to 15 members of staff
- Kept all projects on budget, while always being prepared for unplanned costs

2020-21: Worked as a Sales Person in Textile Industry

- Receive and fill telephone orders of clients
- Prepare sales slips or sales contracts
- Examine returned parts for defects and exchange defective parts or refund money
- Greeted and obtained information on customers needs and showed them ranges of clothing materials.

## ACADEMIC QUALIFICATIONS -

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- 2016: Master of Business Administration (Dual HR & Agri-Business) from Pacific University, Udaipur.
  - 2014: Bachelor of Commerce from Janardan Rai Nagar Rajasthan Vidyapeeth.
  - 2011: Sr. Sec. Education from National Institute of Open Schooling.
  - 2008: Sec. Education from Rajasthan Board of Secondary Education.

## TECHNICAL SKILLS-

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- Computer Basics including Operating Systems Window XP, 7, 8, and MS Office package.
- Well-versed in working with any data analysis.
- Internet Surfing & E-mail.

## Skills

Ability to perform as a Leader

Ability to experiment on different sections.

Ability to maintain a good relationship with customers

Adaptability to learn quickly

Extremely professional and organized

Highly career-oriented.

I have strong dedication, more enthusiasm, sharp grasping power, communicative, problem-solving skills, and multi-tasker with strong organizational skills

## Language-

- English
- Hindi
- Local (Marwadi)

## DECLARATION

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I Hereby Declare That The Above-Mentioned Information Is Correct Up To My Knowledge And I Bear The Responsibility For The Correctness Of The Above-Mentioned Particulars.

Date:12-12-2021

(Nishit Joshi)

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