

CONTACT

Nikhil Hentry

📍 Sharjah, Rolla

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OBJECTIVE

Motivated individual aiming to utilize strong organizational and communication skills to foster teamwork, improve customer satisfaction, and streamline operations, contributing to the overall success of a progressive organization.

EXPERIENCE

2022 - 2024

- **Billing Executive**
Style Plus
Reporting directly to the counter.
Checking opening balance.
Greeting customer and billing the items accurately.
Receive payment through various methods.
Handling queries regarding purchase.
Closing daily accounts.

2019 - 2020

- **Office Executive**
Bajaj Automobiles
Reporting directly to the manager.
Directing customers to proper departments.
Updating files and records accordingly.
Issuing the insurance after verifying the vehicle.
Collecting finance amount from client and giving proper receipt.

2015 - 2017

- **Clerk**
Madinat Khaytan Technical Contracting
Reporting directly to the General Manager.
Maintaining details of the employees.
Collecting the timesheet from the client.
Making invoice for the payment.

EDUCATION

- **Birla Institute of Technology (Ras Al Khaimah)**
Bachelor of Computer Application
- **Zabeel International Institute of Management Studies(Sharjah)**
Diploma in Logistics and Supply chain

SKILLS

- Office administration, Data entry, Customer service, Multitasking, Communication
- Adaptability, Time Management, Communication, Active Listener, Critical Thinker
- Application: MS Office Suite
- Open system: c, c++, Java, Visual Basic

PERSONAL DETAILS

- Date of Birth : 17/10/1994
- Marital Status : Single
- Nationality : Indian

ADDITIONAL INFORMATION

Driving License : LMV License
Languages : English, Hindi, Malayalam
Visa type : visit visa