



Nima Purohit



Contact

Address: 207 building 9 Mina al Arab
Ras Al Khaimah

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Languages

English

Hindi

Gujarati



Skills

patience and cooperative

Customer Retention

Soft spoken , interpersonal skills

Problem Solving



Interest

Gardening

playing cricket & Badminton

Yoga



Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



Experiences

Admin incharge

Kids world

19/06/2015 -
14/04/2022

Managing Operations and documentation, Teacher Allocation, Collection of Fees, Providing Receipt and uploading it to CRM, maintaining Account and Payments of our schools Vendor. sometimes also have to visit Government offices to avail government benefits for our school

**tele caller / front desk
receptionist**

India infoline pvt ltd.

10/05/2009 -
07/05/2012

Handled responsibilities of welcoming visitors by greeting them on the phone or in person. Maintained a proper track record of incoming and outgoing calls and submit the same to the concerned person. Performed other general administrative and customer service related to tasks as requested. Operated a computer with multiple information screens to research and resolve customer inquiries.



Education

**Higher secondary
Education**

Gujarat Board

2002

C

Diploma in mechanical

Nirma University

2006

B

**Bachelor in Arts
(Economics)**

Gujarat University

2007

B



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