

NIKHIL CHETTRI
Email Id: nikhil.tmj@gmail.com
Contact No: +918448202410



PROFILE SUMMARY

Highly motivated and enthusiastic with a total of 6+ years in Accounts, handling national and international customers data and also have served the responsibilities of cargo assistant and Admin roles. Seeking a challenging position so as to utilize my skills for organization and individual growth.

ORGANISATIONAL EXPERIENCE

1. Multi-Tasking Staff

Feb 2020 - Present

College of Agriculture, Kyrdekulai, Umiam,

- Working under Dean, College of Agriculture, Kyrdekulai as a Multi-Tasking Staff.
- PFMS (Public Financial Management System), GeM (Government E-Marketing).
- Handling Accounts of various Projects where the major role is to check Invoices.
- Need to maintain records of stock entry, filling journals and knowledge of regulatory standards.
- Need to create the Comparative statement from received quotations for every projects.
- Knowledge in MS Excel/Word/PowerPoint and with a typing speed of 30 wpm

2. Cargo Assistant

Transguard, Dubai (UAE) (October 2015 –December 2019)

Admin Staff (Jun 2017 – Dec 2019)

- Worked under supervisors (Manger, Terminal Cargo Manager), Collecting inbound Cargo data from all senior supervisors and do data analysis (import deviation) in MS Excel sheet.
- Prepare, review and submit data analysis records Quarterly and also maintains inbound records, generating reports for management review on daily basis.

Cargo Staff (Oct 2015 – May 2017)

- Worked as Transguard warehouse agent in DNATA.
- Well versed in use of the internet and freight specific software like DACS+.
- Loaded and unloaded cargo from containers and pallets.
- Checked Import/Export documentation to determine cargo contents for data entry.
- Entered shipping information into a computer by using a hand held device while offloading the shipment from containers/pallets according to the flight details received from manifesting team.
- Prepared manifests showing freight weights, destination/origin and Air Waybill numbers.

3. Customer Service Agent

CONCENTRIX, Gurgoan (INDIA)

May 2014 – February 2015

(IBM Daksh), Amazon.co.uk, BPO Sector

- Attracts potential customers by answering product and service questions, suggesting information about other products and services.
- Open and maintain customer account by recording account information.
- Resolves product or service problems by clarifying the customer's complaint by determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment and following up to ensure resolution.
- Build sustainable relationships of trust through open and interactive communication.

TECHNICAL SKILLS

- Microsoft word, Excel, PowerPoint.
- PFMS (Public Financial Management System) and GeM (Government E-Marketing).
- Comfortable with the following operating systems. Windows family OS (XP, Win7, Win8 and Win 10).

EDUCATION

- Pursuing M.Com from IGNOU.
- B.Com (Accounting and Finance) from St. Anthony's College, Shillong 2014
- XII Commerce (C.B.S.E) from Army Public School, Shillong 2011
- X (C.B.S.E) from Army Public School, Shillong 2009

ACHIEVEMENTS AND ACTIVITIES

- Attended Cargo Safety Training, Dangerous Goods Handling in **Emirates Aviation College**.
- Member of **St. Anthony's College** association during the year of 2011-14.
- **Class representative** throughout my graduation.
- Hosted a **Leadership** Training for 3 days during college premises for batch mates.
- **Active participation** in all the events and functions organized during college premises.
- Participated and raise funds in "**SOCIAL SERVICES**" like **Help Age India** and also took participate in 10 km **Marathon** in World Epilepsy Day held at Shillong.
- Participated in **NCC training** camps inside Indian Army Cantonment area Shillong.

STRENGTH

- Highly motivated and eager to learn new things.
- Excellent communication skills in written and verbal both.
- Ability to work as individual as well as in group

PERSONAL DETAILS

Date of Birth:	12 th August, 1993
Father's Name:	Lalit Kumar Chettri
Permanent Address:	C/O – L.K. Chettri, 3 rd Mile Upper Shillong, Riatshohkhlur, Shillong, Pin-793005, MEGHALAYA (INDIA)
Languages Known:	English, Hindi and Nepali