

NIKHIL VERMA



Phone: +918100016569
Mail: nv8041@gmail.com

Address: India, Kolkata

Hi! Welcome to my profile! I am continuous learner, always seeking to stay ahead of industry trends and embrace new technologies. I am passionate about driving innovation in the retail space and leveraging data-driven insights to make informed business decisions!

EXPERIENCE

May 2023 - Now

Elixir Web Solutions / India, Delhi

Project Coordinator

- Built and maintained strong relationships with clients and vendors, ensuring smooth communication and coordination.
- Created engaging product descriptions and content strategies for online stores to attract more customers.
- Managed social media accounts (like Instagram, Facebook, and LinkedIn) to boost brand visibility and attract more followers.
- Handled client interactions and sales operations to ensure client satisfaction and smooth business operations.
- Implemented effective social media marketing strategies to increase engagement and grow the brand's online presence.

February 2023 - April 2023

Universal Adventures / India, Delhi

Operations Manager Intern

- Completed operational tasks and responsibilities during internship.
- Ensured timely and accurate fulfillment of client requests.
- Managed bookings for hotels, ensuring seamless arrangements.
- Verified hotel availability for client bookings.
- Negotiated B2B rates with hotels to optimize cost-effectiveness.
- Handled emails and provided prompt responses.
- Interacted with clients to address their fulfillment needs.
- Gathered and addressed client feedback and reviews.
- Conducted follow-up calls to ensure client satisfaction.
- Developed itineraries tailored to client preferences.
- Negotiated terms for hotel bookings to secure favorable deals.

December 2022 - January 2023

Takeonweb / India, Jaipur

Business Development Intern

- Initiated and executed a successful cold-calling strategy and got more of them to agreed
- Found new potential customers on my own, which led to more sales.
- Made sure to keep following up with people regularly, which turned more of them into customers.
- Wrote emails in a way that made clients more interested and likely to respond.
- Worked closely with clients to figure out what they needed and gave them solutions that fit, so they stuck around.

EDUCATION

June 2020 - June 2023

Umeshchandra College / India, Kolkata

Bachelor's of
Commerce (Honours)

May 2018 - May 2020

Shree Jain Vidyalaya / India, Kolkata

Intermediate

SKILLS

Communication	Experienced	Teamwork	Experienced
Problem-solving	Skillful	Leadership	Experienced
Creativity	Skillful	Ms office	Experienced
Wordpress	Skillful	Canva	Experienced
Excel	Experienced	Mysql	Skillful
Power Bi	Skillful	Tableau	Skillful

LINKS

<https://linkedin.openinapp.co/7hfgb>

HOBBIES

Traveling

Swimming

Cooking

COURSES

2023

Aptech CMC

Data Analyst