

# Resume

## Personal details

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Name	Nikhil Rajpurohit
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Phone number	8451074849
Address	207/B Chitodgadh B cabin Road bhayander, 401105 mumbai

## Profile

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Results-driven Back Office Administrator with a proven track record of enhancing data accuracy and operational efficiency. Known for meticulous attention to detail, I excel in managing complex data entry tasks and developing systematic record-keeping processes. My background in business management and strong analytical skills empower me to support strategic decision-making, ensuring that my contributions align with the company's goals.

## Education

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Jun 2020 - Mar 2021	<b>TY.B.COM</b> DIVINE HYME COLLAGE, MUMBAI
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## Employment

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Jun 2023 - Feb 2025	<b>Back office administrator</b> <ul style="list-style-type: none"><li>Managed data entry tasks to ensure accuracy and efficiency in information processing for clients in Mumbai.</li><li>Developed and maintained detailed records and reports to assist management with strategic decision-making.</li><li>Implemented effective data management systems to improve operational efficiency and accuracy in the back office.</li><li>Conducted regular audits on data entries to ensure compliance with company policies and quality standards.</li></ul>
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## Skills

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Data Entry	Good
Record Maintenance	Good
Data Management Systems	Good
Business Management	Good
Communication Skills	Good

## Languages

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English	Good
Hindi	Fluent
Marathi	Moderate
Gujarati	Good

## Hobbies

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■ Traveling

■ Sports

## EXPERIENCE

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BACK OFFICE 1 YEAR  
TELECALLING 1 YEAR  
SALES 6 MONTH