

Nikita Kumari

B.COM GRADUATE

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CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

EDUCATION

Manipal University - MBA

2021 - 2024

MBA in Human Resource Management - 6.5

BSSM College - Vinoba Bhave University

2016 - 2019

Bachelors in Commerce - 60.72%

SCPRP Womens College - JAC Board

2014 - 2016

Intermediate - 61.80%

St. Thomas High School - CBSE Board

2014

Matriculation - 70.30%

PROFESSIONAL EXPERIENCE

Tata Consultancy Services - Process Associate

Aug 2022 - Dec 2024

- Analysing manufacturing processes for delays, obstacles and weaknesses

Troubleshooting processing problems

- Assessing process tasks
- Advising on process advancements for production rates increment and cost reduction
- Maintaining and servicing production equipment.
- Reporting quality assurance team of production flaws

COMPUTER SKILLS

Tally

Ms Office

Ms Word

Pivot Table

Google Sheet

Ms Excel

Advance Excel

Hlookup

Vlookup

LANGUAGES

Hindi

English

EXTRA-CURRICULAR ACTIVITIES

Dance

Traveling

Cooking

Teaching

- Making sure the production location is clear of obstructions and pollutants
 - Managing inventory for machinery supply
 - Ensuring production processes follow the safety and quality guidelines
- Drafting reports for the production process.

Flipkart - Customer Care Associate (Voice)

JULY 2021 - July 2022

- Handling 50-60 customers calls per day
- Resolved concerns with products or services to help with retention and drive sales
- Answered constant flow of customer calls with minimal wait times

GST MITRA - Accountant

MAY 2020 - MAY 2021

- Maintenance of daily Cash Book, Bank Book, Sundry Creditor & Debtors
- Preparation of Vouchers & Cheques
- Documentation of Income tax & GST