

Nikhil Raj

Phone: 6207641554 — Email: 2369rajnikhil@gmail.com
Ghaziabad, India

Professional Summary

Detail-oriented and customer-focused professional with strong communication and problem-solving skills. Seeking opportunities in Non-Voice Process, International BPO, Customer Support, and Voice Process roles.

Core Skills

- Customer Support & Customer Care
- Non-Voice Process (Email/Chat Support)
- Voice Process (Domestic & International)
- Outbound & Inbound Calling
- International Calling
- Data Entry & Back Office Operations
- MS Excel, MS Word
- Problem Solving & Communication Skills

Professional Experience

Interior Design Intern

Mar 2023 – Apr 2023

Design Co-Interior, Ranchi

- Coordinated with clients and team members for requirement gathering
- Assisted in documentation and project support
- Developed communication and coordination skills

Interior Design Intern

Jun 2024 – Aug 2024

AN Design, Greater Noida

- Prepared reports, presentations, and client communication materials
- Handled project coordination and data-related tasks
- Managed client expectations and timelines

Education

Master of Design (Interior Design)

2025 – Present

Sharda University, Greater Noida

B.A. (Hons.) Animation & Interior Design

2020 – 2023

St. Xavier's College, Ranchi

Senior Secondary (12th)

2020

DAV Public School, Bokaro

Technical Skills

- MS Office (Excel, Word, PowerPoint)
- Data Handling & Documentation
- Email & Chat Support Tools

Languages

- English – Professional Proficiency
- Hindi – Native

Keywords

International Call Center, Outbound Process, Voice Support, Domestic Voice Process, BPO Voice, Customer Care Executive, International Voice Process, International Calling, Non-Voice Process