
NIKITA GOTRE

I am a dedicated professional with strong communication and problem-solving skills. My experience includes more than a year in different fields, where I have demonstrated a commitment and proven my ability. I am a team player with a positive attitude, eager to contribute my skills and expertise to a dynamic work environment.

EDUCATION

Sarafa Vidya Niketan

10th- 80%

12th- 79%

DAVV

2020-2023 BBA in HR

SKILLS

- Operation Management
- Administration
- Students Counselling
- Sales and Marketing
- Fire Safety

EXPERIENCE

Jan 2021-
June 2021

Incredible Fins Relationship Executive

- Tasked to generate leads for loans.
- Convinced clients over call to buy business loan.
- Organization of data.

September
2022-October
2023

Workviaa Center Manager

- Managed operational issues.
- Performed various Sales and Marketing activities.
- Tasked to manage Inventory.
- Organization of Invoices.
- Learned Fire safety tasks.

November 2023-
Present

PrayasKSG Counselling and Administration

- Advise students for their learning needs through structured Counseling Sessions
- Operations management
- Problem solving skills
- Managing information of students