

# **RESUME**

## **Of**

# **NIKHIL PODDAR**



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C/O SANJAY KUMAR, LALMAN, NEAR MILANI CLUB, GOSSAINPUR, BAGDOGRA,  
DIST-DARJEELING, PIN-734014, WEST BENGAL, MOBILE NO. – 9361337858, Email  
Id – nikhilpoddar536@gmail.com

## **Objective**

As I am fresher in this field, I will know the nature of my work. Moreover, I will attempt to know the about the various processes which form my job. By doing so, I will able to my job more proficiently

## **Education**

B.COM (MANAGEMENT) June 2014 – June 2017  
SILIGURI COLLEGE OF COMMERCE, SILIGURI, DIST- DARJEELING, WEST BENGAL  
Percentage: 56.00%

## **Experience**

I have completed my apprenticeship from “Indian Oil Corporation Limited” from 01.07.2019 to 18.12.2020

12<sup>TH</sup> April 2013 – May 2014

KENDRIYA VIDYALAYA AFS BAGDOGRA, BAGDOGRA, DIST-DARJEELING, WEST BENGAL

Percentage: 75.2

10<sup>TH</sup> APRIL 2011 - MAY 2012

KENDRIYA VIDYALAYA AFS BAGDOGRA, BAGDOGRA, DIST-DARJEELING, WEST BENGAL

CGPA: 7.8

## **Skills**

Communication

Data Entry

Clerical Works

Accounting

## **Certifications**

The fundamentals of digital Marketing – June 2020

Financial Accounting – October 2013

Post Graduate Diploma in Tea – August 2019

## **Personal Information**

Father's Name	-	SANJAY KUMAR
Date of Birth	-	05.05.1996
Gender	-	Male
Marital Status	-	Unmarried
Language Known	-	English & Hindi
Nationality	-	Indian
Hobbies	-	Playing indoor and outdoor games

## **Declaration**

I solemnly declare that all the above information is correct to the best my of knowledge and belief

**Date:**

**Place: Bagdogra**

**(NIKHIL PODDAR)**