

# NIKHIL VINOD SHIVDAS

Mamurdi Dehu road Pune 412101  
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## Objective

To Perceive a career in a renowned firm with dedicated efforts and to associate my self with an organization that gives me a chance to update my knowledge.

## Experience

- **Tata Motors** 8 Oct 2020 - 27 June 2022  
Administration Assistant  
day-to-day operations of an office by doing tasks such as filing paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors.
- **D Mart** 25 jully 2022 - 26 Dec 2022  
Back Office  
settlements, clearances, record maintenance, regulatory compliance, accounting

## Education

- **Maharashtra Board** 2017  
SSC  
63
- **Maharashtra secondry Board** 2020  
HSC  
70
- **Pune University** Apairing  
B-Com  
TY - B com (Last Year)

## Skills

- Tally Excell SAP Kofax

## Personal Details

- Date of Birth : 15/07/2002
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Gender : Male