



### • NIKHIL GAIKWAD

⑤ Khandala, Pune Khandala, Maharashtra  
⑥ 9411867268  
⑦ nikhil.gaikwad93@gmail.com

### Professional Summary

#### Work History

11.2021 - 11.2023

- **NIKHIL GAIKWAD**

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Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

#### Store executive

Delta Reson - Lonavala

- Stocked and restocked inventory upon delivery reception monitoring accurate supply records
- Led regular staff performance reviews to provide guidance and support for individual development

04.2013 - 08.2015

#### Receptionist Assistant

ICICI BANK TRAINING CENTRE - Khandala

- Answered and helped resolve enquiries from clients, vendors and general public
- Maintained a warm and welcoming environment for employees and visitors by ensuring cleanliness of reception and lounge areas
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance
- Collected and distributed incoming mail, employing strict confidentiality throughout

### Skills

- Customer service
- Retail inventory management
- Inventory control
- Store management
- Customer satisfaction

### Education

09.2013

04.2010 - 04.2011

### Education

12th, National Institute of Open Schooling

IT DIPLOMA, IT, Silicon Valley

### Language

• English

• Hindi

Advanced (C1)

Advanced

Marathi

Advanced