



NIKHIL GAIKWAD

📍 Khandala, Pune Khandala, Maharashtra
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Professional Summary

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

Work History

11.2021 - 11.2023

- Store executive**
Della Resorts - Lonavala
- Stocked and restocked inventory upon delivery reception maintaining accurate supply records
 - Led regular staff performance reviews to provide guidance and support for individual development

04.2013 - 08.2013

- 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 12th - National institute of open schooling
- 04.2010 - 04.2011 IT DIPLOMA, IT, Silicon valley

Languages

