



NITIN KASHYAP

ABOUT ME

Seeking for a position that will utilize my knowledge, business skills and experience.

CONTACT

Flat no. 11, Bldg 253, Block 304, near Krishna temple Road no. 362 Alhadrami Avenue, Manama

38398240

Kashyapn850@gmail.com

Languages:

English
Hindi
Punjabi
Gujrati

INTERESTS

Learning new computer applications
Internet surfing
Playing cricket



EXPERIENCE

● 2018 – 2021

OFFICE ASSISTANT FOR DOCUMENT CLEARANCE.

I have **3 years experience** as office assistant in **Fasttrack for document clearance (BAHRAIN)**

● 2017 – 2018

SALES EXPERIENCE

I have **1 year** experience as sales executive in **Shameem trading establishment (BAHRAIN)**.

EDUCATION

● 2015 - 2016

HIGHER EDUCATION

12TH passed from PSEB with 79%.

● 2013 - 2014

10th passed from PSEB with 70%.



SKILLS

Computer Skills

Thorough Working Knowledge in MS WORD and MS EXCEL

Interpersonal Skills

Good calculations tactics.
Always do smart work.
Patience listener and observer.
Public speaking and teamwork.