



# NIKHIL CG

📍 CHAKKALAPARAMBIL  
KUMBALAM PO  
ERNAKULAM  
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## 🚀 Skills

PROBLEM SOLVING  
DECISION MAKING  
COMMUNICATION SKILLS  
ORGANISATIONAL SKILL  
CUSTOMER CARE SKILL

## 🎯 Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## 📁 Experience

- **TRAVANCORE PHARMA** 2024 - -  
OFFICE ASSISTANT & FIELD STAFF  
Customer care, Billing..Sales..etc Managing multiple tasks simultaneously.
- **DADHA PHARMA DISTRIBUTORS** 2022 - 2024  
OFFICE ASSISTANT & FIELD STAFF January  
Performing administrative tasks, providing support to coworkers Managing multiple tasks simultaneously
- **ADVOCATE OFFICE** 2021 - 2022  
TYPIST  
Documentation, Mail Handling, Entering information into a computer quickly and accurately

## 🎓 Education

- **Mahatma Gandhi University** 2015-2018  
B.SC BOTANY(MAHARAJAS COLLEGE ERNAKULAM)
- **GCI KALOOR** 2018-2020  
DIPLOMA IN SECRETARIAL PRACTICE

## 👤 PERSONAL INFO

- DOB :- 08-05-1996  
Father:- GOKULAN  
Mother:- ISHA GOKULAN  
Marital Status :- SINGLE  
Languages Known:- ENGLISH, MALAYALAM

## 👤 DECLARATION

- I certify that the information provided in this resume is true and accurate to the best of my knowledge