

Nikitaa Kailash Gupta

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Objective

Motivated and result-oriented professional seeking opportunities to contribute and grow within a challenging and dynamic organization. Committed to upholding the highest standards of professionalism, integrity, and teamwork.

Profile

- Proactive and diligent with a strong commitment to excellence.
- Exceptional communication and interpersonal skills.
- Ability to multitask efficiently and handle responsibilities under pressure.
- Quick learner with a practical and innovative approach to problem-solving.
- Proven team player with a strong work ethic and leadership ability.

Work Experience

Total Experience: 4+ years

Hinduja Housing Finance Ltd.

Designation: Operation Executive and Coordinator

Duration: Since May 2023 – Till Date

- Handling DSA channel for Housing Loans, LAP (Loan Against Property), and Affordable Housing products.
- Ensuring smooth documentation, disbursement, and customer relationship management.
- Maintaining and updating MIS (Management Information System) reports using Excel for tracking performance, leads, and operational efficiency.

Cars24

Designation: Telecalling Associate & Footfall Associate

Duration: Since Sept 2021 – May 2023

- Engaged with customers for car evaluation and resale processes.
- Built rapport to drive high-quality lead conversion.

Reliance Nippon Life Insurance

Designation: Telecaller

Duration: Since Aug 2020 – Sept 2021

- Handled outbound calling for insurance lead generation.
- Maintained accurate records and met daily conversion targets.

Additional Skills

- Strong command over MS Office Suite (Excel, Word, PowerPoint)
- CRM & Sales Tracking Tools
- Lead Generation and Conversion
- Excellent Negotiation and Convincing Skills

Education

University	Standard	Percentage
MSBSHS	10th (SSC)	82.80%
MSBSHS	12th (HSC)	60.00%
BAMU	Graduation (B.Sc)	69.72%
BAMU	Post Graduation (M.Sc)	70.00%

Personal Informationa

Date of Birth: 31 December 1999

Marital Status: Unmarried

Nationality: Indian

Languages Known: English, Hindi, Marathi
