

NIKHIL KHARAYAT

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PROFESSIONAL SUMMERY

Dynamic and detail-oriented professional with hands-on experience in business development and client relationship management. Currently working as a Business Development Executive at WEQ Technologies, where I focus on proposal creation, market research, and client engagement strategies to drive growth. Previously at Datamatics Global Services, I developed strong observational and communication skills while ensuring compliance and reporting in a US process environment. Skilled at blending process discipline with business acumen, I am committed to delivering value-driven solutions and supporting organizational expansion in the IT sector.

PROFESSIONAL EXPERIENCE

Datamatics Global Service – Mumbai, Maharashtra *Online Proctor* | September 2024 – July 2025

- Monitored online exams ensuring protocol compliance.
- Prepared weekly reports (Excel) on performance and trends.
- Provided real-time technical support to candidates.
- Built strong communication and observation skills.

WEQ Technologies – Mumbai, Maharashtra *Business Development Executive* | July 2025 – Present

- Created proposals and conducted market research.
- Used Sales Navigator for lead generation and client outreach.
- Engaged with clients through presentations and Excel reports.
- Supported the sales team in closing deals and building relationships.

EDUCATION

Institute of Business Studies and Research – Mumbai, Maharashtra

Bachelor of Computer Applications (Graduated 2024) | 7.8 CGPA

Lakshya Prep College - Mumbai, Maharashtra

Class 12 - 2021 | 80%

Green Valley Public School - Uttrakhand

Class 10 - 2019 | 59%