

RICHA JHARIYA

M.I.S EXECUTIVE

CONTACT



+91 9171846355



jhariyaricha99@gmail.com



691, NEHRU NAGAR INDORE



INDORE

TECHNICAL SKILLS

- ♦ MS- EXCEL
- ♦ Power-point
- ♦ Word
- ♦ TALLY
- ♦

EDUCATION

Masters of Commerce

Maharishi Vedic University

Accounts and Management

2022-2023

Bachelore of Commerce

Maharsshi Vewdic University

Management and Accounting

Pass-66.6%

2019-2020

INTERMEDIATE AND HIGH SCHOOL

MP Board Bhopal

12th- 60.4

10th- 56.4

2010-2012

STRENGTH

- ♦ Overambitious Fast
- ♦ learner Creative
- ♦ Thinker
- ♦ Flexible to adopt new technology

CERTIFICATIONS

- ♦ Completed Excel Course from Online
- ♦

PROFILE

Dedicated Telecom professional with 4+ years of experience MIS work, driven by the passion to contribute effectively to organizational success. HR environment where I can further develop my expertise in talent management employee engagement and organizational development---- while positively impacting the company's growth and objec

WORK EXPERIENCE

Sr. MIS Exec.

Feb 2022 - Till Date

Network Associates Infra

- Develop and implement HR strategies aligned with business goals.
- Daily report maintain from field Staff.
- Maintain salary sheet according to Gvt. Compliance.

MIS executive

January 2022-Feb2022

Pratap Technocrats Pvt. Ltd

- Designed and implemented comprehensive training programs for new hires and ongoing employee development.
- Facilitated workshops and training sessions to enhance technical and soft skills. Streamlined the onboarding process to ensure smooth integration of new employees. Developed training materials, including manuals and e-learning content, to support training initiatives.
- Established mentorship programs to foster knowledge transfer and professional growth.