



# HARSH RAI

Ludhiana, PB | +91-6280974688 | raih364s@gmail.com

Enthusiastic and detail-oriented fresher with a passion for MIS reporting, data analysis, and content writing. Proficient in basic Excel and Word, and actively learning tools like Power BI and SQL. Committed to delivering accurate reports, insightful data, and clear documentation while building a strong foundation in the MIS field.

## EXPERIENCE

AUG 2024 -  
NOV 2024

### Content Writer Intern

Served as a Content Writer Intern at Brands Elevator, creating engaging website content for over 10 projects. Consistently met deadlines, delivering high-quality content aligned with client objectives. Conducted in-depth research, boosting audience engagement by 20%. Gained hands-on experience in content creation, editing, and SEO optimization.

## EDUCATION

MAR- 2020

### Matriculation Examination

- **10th Grade:** Completed from V.D.M, Sr, Sec, School, Ludhiana

APRIL- 2022

### Senior Secondary examination

- **12th Grade:** Completed from Multipurpose Senior Secondary School, Ludhiana. specialized in Arts.

PASSING YEAR  
2025

### Bachelor Of Commerce (Hons.) Synetic Business School

Pursuing a Bachelor of Commerce (B. Com) Honors degree from Synetic Business School, with a focus on enhancing analytical and business skills. Gaining in-depth knowledge of financial accounting, economics, and data-driven decision-making.

## Skills

- Skilled in writing clear and simple reports and documentation.
- Good at researching and understanding basic data.
- Familiar with Microsoft Excel and Word for basic tasks.
- Quick to learn new tools and systems.
- Strong written communication with attention to detail.
- Able to manage time well and meet deadlines.

## Activities

- Actively learning data management and analysis basics through online courses and self-study to build a strong foundation for an MIS Executive role.