

RIYA VERMA

Contract Administrator

☎: 8989900478, ✉: arshia6639.rv@gmail.com

📍: Vyayamshla ki Gali, Bhagsipura, Behind Satyug Restaurant, Ujjain, Madhya Pradesh.

D.O.B: 15/03/1990

Gender: Female

Marital Status:

Married

Nationality: India

SUMMARY

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

EMPLOYMENT HISTORY

Contract Administrator – Worldpay

Indore, Madhya Pradesh

June 2022 – March 2023

- Oversaw changes and coordinated change orders and contract reviews.
- Administered contract change requests and resolution.
- Provided updates on status of contract processes to upper management and other important personnel.
- Reviewed details on incoming contracts and service agreements to keep pricing correct.
- Managed contract closeout process, resolving all issues prior to release of final payment.

Process Analyst – SHJ International Pvt LTD

Indore, Madhya Pradesh

July 2020 – December 2020

- Enter and update the data on a daily basis
- Compile and organize customer data for reporting
- Implement new and improve existing business processes with significant attention to details,
- Data analysis and problem-solving
- Observed corporate protocols and procedures to secure

sensitive and confidential data.

- Compiled data into compact, informational reports to distribute internally.
- Supported special projects upon request from department manager.

Human Resource Executive – Ventilla UPVC Technocrates

Indore, Madhya Pradesh

1/12/2014 – 31/12/2018

- Recruit, screen, interview hire employees as necessary
- Working on job portals like Naukri, Shine, Monster job etc.
- Documentation skills
- Directed recruitment, selection and hiring processes.
- Evaluated training needs and oversaw training programs.
- Worked with department managers to assess needs.
- Recruited and trained new employees to manage overall talent acquisition.
- Developed job descriptions using targeted keywords and published job openings on company website and job boards.

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EDUCATION

School Of Studies In Law – Master's (Law)

Ujjain, Madhya Pradesh.

July 2021 – Till Date

Govt Law College – Bachelors Of Law (LLB) (Law)

Ujjain, Madhya Pradesh.

July 2018 – July 2021

Renaissance College – BBA (Business Administration)

Indore, Madhya Pradesh.

July 2011 – July 2014

SKILLS

Communication



Administration



Contract Analysis



HOBBIES

Reading, Singing, Dancing,

REFEREES

Available on Request