

# Ritu Kharga

## PROFILE

Dynamic MIS Executive with more than 2 years of experience in customer service and team management. Strong customer service, business development, negotiation and key account management skills. Proven ability to achieve customer satisfaction and significantly increase business. Results oriented, motivated and focused on customer satisfaction.

## MIS Executive

Mis Executive, Rajarhat Prasari, Kalimpong, India

January 2023– December 2023

- Manage daily operational program and functions.
- Collection, cross checking and submitting bills.
- Maintaining stock and asset register.
- Answering calls, email and chats.
- Data entry
- Tally financial reports according to the budget at the end of the financial year.
- Dealing and coordinating with vendors.
- Arranging meetings.
- Documentation of files
- Customer Service.

Receptionist, R Voice New, Siliguri, India

May 2021- December 2022

- Welcoming visitors.
- Answering calls, chats and email.
- Arranging meetings.
- HR Assistant
- Managing security and telecommunication system.
- Ordering office assets.
- Managing calendar.

## EDUCATION

Bachelor of Commerce, University Of North Bengal, Siliguri, India | 2021

Diploma In Computer Application, Vadanta Foundation, India | 2021

## TRANINGS

- Financial System
- MIS Data Software
- Administrative Program



## CONTACT

### Address

Al Diyafa, Satwa  
Dubai - UAE

### Phone number

+971 543173059

### Email

Khargaritu123@gmail.com

## SKILLS

- Data Entry
- Business development
- Commercial negotiating
- Organized
- Leadership and team management
- Customer service
- Market analysis
- Creative Spirit

## LANGUAGES

English  
Hindi  
Nepali

## HOBBIES

- Tracking
- Swimming
- Camping

**NATIONALITY** : INDIAN

**VISA STATUS** : VISIT VISA