

Riya Jain

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WORK EXPERIENCE

Anaplan Consultant Harbinger Techaxes Pvt Ltd.

03/2019 – Present

Jaipur

It is a young and dynamic company aspiring to be a leading pure play world-class Business Intelligence and Analytics software vendor, providing companies with complete solution and services for their many analytical needs.

Achievements/Tasks

- Model Building for Financial Planning, Budgeting, Forecasting

Contact: Rohan Jain(Project Manager) – 9929837378

HR Assistant Theme Engineering Service pvt ltd

03/2018 – 02/2019

Jaipur

Theme Engineering Service Pvt Ltd(TES) is civil engineering multi disciplined consultancy.

Achievements/Tasks

- Find the Resume on Naukri according to criteria.
- Release the Appointment Letter, Letter of Intent(LOI)
- Take the follow up on client side location.
- Handle the company portal.
- Maintain the document all employee.

Contact: Manisha Sharma(HR Manager) – 9829058653

SEO Executive The Creative Minds

09/2017 – 02/2018

Jaipur

Achievements/Tasks

- Google Analytics, Keywords, Backlinks
- Create post and share on social platform for The Lakeway Resort
- Manage the booking and Maintain the excel sheet for The Lakeway Resort
- Product Listing on E-commerce site for Rajwadi Export

Contact: Raghuvveer yadav(Senior Web Developer) – 7220090805

EDUCATION

Master of Computer Application JECRC University

07/2015 – 06/2017

Jaipur, Rajasthan

Courses

- Project:- Shaadi Songs

Bachelor of Computer Application Maharani College

07/2012 – 06/2015

Jaipur, Rajasthan

SKILLS

CMS-Word Press

Digital Marketing

SEO, SMO

MS-Office

Ms-Excel

Theme-Magento

Data Entry

PERSONAL PROJECTS

Shaadisongs.com (01/2017 – 01/2017)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Dancing

Art & Craft

Listening Music