Ritu Samarwal

e-mail: rsamarwal@idfresearch.org

Educational Qualifications

- B.A. (Arts), Mumbai Hindi Vidyapeeth University, New Delhi (2008-2010)

Work Experience

- India Development Foundation, Gurgaon (Sep 2016 – Till Date)
  Data Entry Operator
  - Managing timely upload of raw data in the MIS portal.
  - Cleaning and managing data in MS Excel (VBA)
  - Administrative duties as and when needed.
  - Basic analysis of data and generating reports in MS Excel.

- Pearl Honda, Gurgaon, Haryana (September 2015 – Oct 2016)
  Computer Operator
  - Create a jobcard in d'light (ERP based software).
  - Administrative duties as and when needed (updating client information sheet etc.
  - Basic analysis of data and generating reports in MS Excel.

- Indigo Airlines, Gurgaon, Haryana (Nov 2009 – Dec 2010)
  Finance Catering Department Associate
  - Updating all catering bills record & bills payment in portal (ERP based software).
  - Reconcile all data in MS Excel.
  - Analyze report and generate report in MS Excel.
  - Done other administrative duties as needed.

Additional Skills

- MS Office packages
- Basic knowledge of TALLY
- Diploma in Finance & Accounting from NIIT DLF Gurgaon.