

Rishita Saxena

ABOUT ME

Date of Birth: 06/06/1992

CONTACT INFO

 9140274129
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 Indira Nagar, Takrohi Road
Lucknow-226016

LANGUAGES

English and Hindi

SKILL

Communication 
Punctuality
and
responsibility 
MS-Office 
Database
Management 
Team
building
activities 

ACHIEVEMENTS

Rockstar performance for the month
by Navi technologies Pvt Ltd.

Awarded for Excellence in compliance
by OLA CABS. Awarded for Excellence
at backend in entire UP by OLA CABS.



OBJECTIVE

To work in an Organization that would give an opportunity to me for implementation of academic and practical knowledge obtained from my work experience with dedication, team spirit, and co-operation; hoping to grow with the organization and to perform the best in the assigned tasks.



WORK EXPERIENCE

Navi technologies Pvt Ltd

(21/10/2021 -
26/04/2023)

Senior Executive (Control Tower)

- Operations and planning in Control Tower
- Tracking workflow and discrepancies of the departments under the organization.
- Maintenance of reports for better visibility to enhance efficiency of employees on real-time basis.

Ola cabs

(22/06/2017 -
18/10/2021)

Business Development Executive

- Training to drivers of cabs for working on the Ola application on mobile.
- Reactivation of cabs, bikes and autos to increase the business for organization.
- To maintain the vehicle data of OLA on IMS (company software) including cities of UP.
- Verification of valid documents of operators in Ola before onboarding at PAN India level
- Executive under Marketing Analysis and research Group
- Involved in resolving online queries of online traders in share market.
- Maintaining the records of existing trading clients. Increasing the customers to be active on mobile trading platform.

Wealth Mantra Pvt Ltd

(08/12/2014 -
09/03/2016)



EDUCATION

2019

MBA (HR) from Narsee Monjee Institute of
Management Study (Mumbai)

2014

BSc from Lucknow University

Awarded for being punctual
and regular employee by
Wealth Mantra Ltd

2010	Intermediate from RLB SeniorSecondary School (CBSE Board)
2008	High School from St. Mary's Inter College (ICSE Board)

INTERESTS

- Listening to music
- Reading books
- Writing my observations



PROJECT

- 2wheeler ola launch
In 2018 Ola Cabs started to work on 2 wheeler vehicles to be onboarded in the cities
- Mobile trading launch
In 2015, Wealth Mantra company launched mobile trading platform forcustomers for feasibility

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