RITU ARORA

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in https://www.linkedin.com/in/ritu-arora-29019a13/
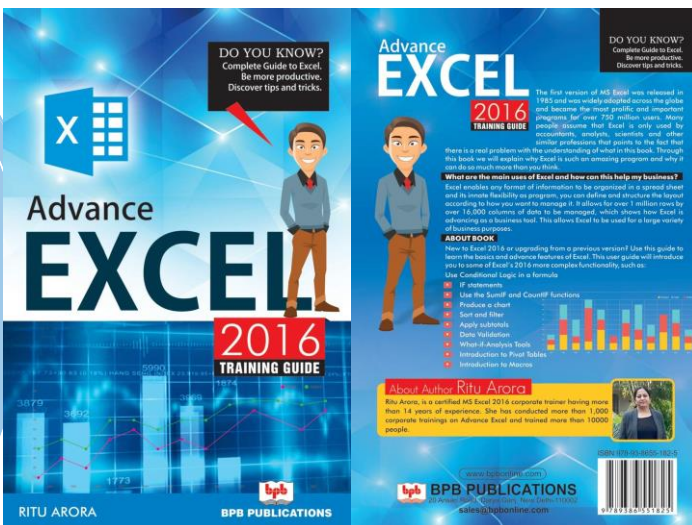
MICROSOFT CERTIFIED EXCEL TRAINER

Corporate Trainer

Having more than 20 years of experience and 11 years of experience in Corporate Training national and International(Abu Dhabi National Oil Company). Trained more than 25000 people in Advance Excel. . Possessing excellent communication, interpersonal and presentation skills, have managed Corporate Training assignments.

Written a small book on Advance Excel 2016

NTPC, Noida	MS-Access with VBA, MS-Access, MS-Excel, Advanced Excel
LG, Noida	Libre office
Radio Mirchi Noida,Lucknow,Chandigarh Kolkatta	Advance excel 2016 and Powerpoint
Swiggy, Delhi	Excel 2016
SOPHOS India, Ahmedabad	Advance Excel /Outlook 2016
Indiamart Dehradun	Advance Excel 2016
Danieli Corus India Pvt. Ltd, Delhi	Advance Excel 2016
Presto Info Solutions, Delhi	Advance Excel,Outlook 2016
EDF, Delhi	Advance Excel 2016

Airbnb	Google Sheets
Sato-global, Gurgaon	Advance Excel 2016
Sumitomo Mitsui Banking Corporation, Delhi(Multiple batches)	Advance Excel 2013
Triveni Engineering, Noida	Advance Excel 2013
Mother Diary, Noida	Libre office 2013
Li and Fung, Gurgaon	Google Sheets
Hitachi, Delhi	Powerpoint 2016
HDFC Ltd, Chandigarh/ Ludhiana	Advance Excel 2016
TATA Advance Systems	Advance Excel ,Outlook 2013
BPCL	Advance Excel 2013
HITACHI(20 Sessions)	Advance Excel/powerpoint 2013
Jharkhand State Livelihood promotion Society, Ranchi(10 sessions)	Excel/Word/Powerpoint/E-mail writing
L&T, Delhi	Advance Excel 2016
NEC Technologies	Advance Excel/Powerpoint
ACS,Noida	(Advance Excel 2013)/Google Sheets
SD BioSensor, Gurgaon	Powerpoint 2013
Snapdeal(50 batches), Gurgaon	Advance Excel 2013
EY(50 batches),Gurgaon	Advance Excel 2013
PNB Housing Ltd,Delhi	Powerpoint 2013
RateGain, Noida	Advance Excel 2013
Reliance General Insurance Delhi, Chandigarh	Advance Excel 2013
DBS, Delhi	Powerpoint 2013
Delhi Integrated Multi-Modal Transit System Ltd.	Advance Excel 2016
Ericsson, Noida	Libre Office 3.2
Times Internet, Noida	Excel 2010- ASAP utilities
HCL Tech, Noida	Powerpoint 2010
Mahindra Finance, Delhi	Open office 4.1(multiple batches)
Mahindra ComViva,	Excel with Macros
Rockwell Automation, Noida	Powerpoint 2010
Indian Oil, Delhi	Office 365
Bharti Airtel	Access 2010
Ercisson	Powerpoint 2010
Thermax Group(Excel 2010), Delhi	Libre office
CIMMYT, Delhi	(Excel 2010)
Damco Group	(Excel 2010)

Cinda Electricals and Construction, Noida(Multiple batches)	Excel 2007
Carrefour, Delhi	Excel 2010
Idea, Noida	(Office 365)
Marico Ltd, Delhi	Excel 2010
ADNOC(AbuDhabi National Oil Company, Abh Dhabi	(Excel 2010)
Standard Charted Bank	(Office 365)
Tata Teleservices, Gurgaon	(Excel 2010 with VBA)
Indian Oil	(Office 365)
RBL Bank	(Excel 2010-ASAP utilities)
Bharti Airtel	Microsoft Excel 2007
BPCL	(Microsoft Excel 2007)
Tata Power	MS-office 2007
Times of India	(Microsoft Excel 2007)
Nestle India	(Ms-Office-2007)
Glaxo Pharmaceuticals	(Excel 2007)
Accenture	Microsoft Access 2007
Hyundai Motors(	Microsoft Excel 2007
Citibank	Microsoft Excel 2007
SRF Ltd	(Microsoft Access 2007)
Adidas India	(Microsoft Excel 2007
Nokia Siemens Network(NSN)	Microsoft Excel 2010)
Mahindra Finance	Microsoft Excel 2007
Citibank	(Microsoft Excel-2007)
IL&FS infrastructure	Microsoft Excel-2007
Crisil Limited	(Microsoft Word-2007)
Valvoline Cummins(10 batches)	(Microsoft Excel-2007/2010)
IDFC Limited	(Microsoft Excel 2007)
Walmart India	(Microsoft Access 2007)
Hewitt Associate	(Microsoft Excel 2007)
Loreal India	(Microsoft Excel 2007
APL Ltd	(Microsoft Excel 2007)
Hero Honda (Many batches)	
KPMG(25 batches)	**(Microsoft Excel 2007)**
Panasonic	Microsoft Excel 2007
Bank of America(20 batches)	**Microsoft Excel 2007)**
Barclay's Bank	(Microsoft Excel 2007)
Bharti Airtel	(Microsoft Excel 2007)
Bank Of Tokyo	(Microsoft Excel – 2010)
XL India(many batches)	Microsoft Access, Microsoft Excel 2007)
Kone Elevators(3 batches)	(Microsoft Excel 2007)
Development Bank of Singapore	(Microsoft excel 2010- ASAP utilities)
DHL India (Multiple batches)	(Microsoft Excel 2007)

Ericsson	Libre Office 3.2)
Times Internet	(Excel 2010- ASAP utilities)
HCL Tech	(Powerpoint 2010)
Mahindra Finance	(Open office 4.1)(multiple batches)
Bharti Airtel	(Microsoft Excel 2007)
BPCL	(Microsoft Excel 2007)
Tata Power	MS-office 2007
Times of India	Microsoft Excel 2007)
Nestle India	(Ms-Office-2007)
Glaxo Pharmaceuticals	(Excel 2007)
Accenture	(Microsoft Access 2007)
Hyundai Motors	(Microsoft Excel 2007)
Citibank)	(Microsoft Excel 2007)
SRF Ltd	Microsoft Access 2007
Adidas India	(Microsoft Excel 2007
Nokia Siemens Network(NSN)	(Microsoft Excel 2010)
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Crisil Limited (	Microsoft Word-2007
Valvoline Cummins(10 batches)	Microsoft Excel-2007/2010
IDFC Limited	(Microsoft Excel 2007)
Walmart India	(Microsoft Access 2007)
Hewitt Associate	(Microsoft Excel 2007)
Loreal India	Microsoft Excel 2007
APL Ltd(	Microsoft Excel 2007)
Hero Honda(Many batches)	
KPMG(25 batches)(	**Microsoft Excel 2007)**
Panasonic(	Microsoft Excel 2007
Bank of America(20 batches)	**(Microsoft Excel 2007**
Barclay's Bank	(Microsoft Excel 2007
Bharti Airtel(	Microsoft Excel 2007)
Bank Of Tokyo(	Microsoft Excel – 2010)
XL India(many batches	(Microsoft Access, Microsoft Excel 2007)
Kone Elevators(3 batches	(Microsoft Excel 2007)

Rachit Sharda
Power Finance Corporation Ltd.
June 24, 2020, Rachit reported directly to Ritu

Microsoft excel and PowerPoint training was fabulous. It was an enriching and empowering experience. It was a fun mixed learning, trainer is quite experienced and style of teaching was personalised (even though it was on Cisco Webex) . Me and my colleagues enjoyed it thoroughly and made best use of lockdown period. I recommend everyone to take this training to feel the difference yourself!!

Amit Pushpakar
Finance Manager at Psychotropics India Ltd.
June 18, 2020, Amit reported directly to Ritu

Recently, I attended one of your Advanced Excel and Powerpoint training program organised by CII, it was terrific and the way you explained everything in detail, it was quite insighful. I have been working on Microsoft Excel for more than a decade, however I wasnt aware of new features which could come handy for doing my rountine work. I'm glad, I attended your session. Thank you..!!
See less

Mihir Thaker
Sr Manager L&D at IIFL (India Infoline Group)
May 25, 2020, Mihir reported directly to Ritu

I got myself enrolled with Ritu for advanced excel skills. She is an excellent facilitator who effortlessly trained us on advanced excel skills and that too in simplest way. Her practical approach ensured that we learn the requried skills in best possible way. I highly recommend Ritu for all the categories of excel users, may it be beginner, intermediate or advanced. I am sure you'll learn a lot from the session. Kudos Ritu, Thanks once again ! **See less**

Sameer Siddiqui
Training Team Lead at IIFL (India Infoline Group)
May 25, 2020, Sameer reported directly to Ritu

I have attended an online session delivered by Ritu and found it very helpful for my Assignments. In a session of almost 8 hours, the audience never felt exhausted. Thanks Ritu for a power packed session.

Milind Nagmoti
Chief Manager Quality Assurance TDK India PVTLTD NASHIK
May 16, 2020, Milind was a client of Ritu's

Very proficient and excellent trainer. I recommend to learn with Ritu Madam.

Vanita Jain
Senior Executive at HCL Technologies
May 8, 2020, Ritu was senior to Vanita but didn't manage directly

Recently I had this opportunity to learn MS skills from Ritu. It was a great learning experience cause she makes things simplified to everyone's understanding and attends to all your queries with patience. I had initially registered for advanced Excel session which I couldn't catch up to, it was her concern and guidance post which I enrolled for the basic Excel class that eventually gave me a better understanding of Excel. She is a meticulous trainer with in depth knowledge of her subject and an empathetic soul. I recommend Ritu Arora to everyone who wants to learn Excel or PowerPoint. Lastly would like to wish her success in all her future endeavours. **See less**

Mayank Singh
Assistant Manager | L&D |
Human Resources Group

May 26, 2020, Mayank was a client of Ritu's

Ritu has been associated with Hitachi for a Very long time and i would say that she has been a highly effective. When we talk about Corporate Training's, the evaluation and the usage of the acquired knowledge is something we aim for. Ritu has helped us Ensure that the Participants bring the learned knowledge to use.

She has delivered sessions for us both in classrooms and Virtually now and i would say the training are really effective and we have got a good response. She has ensured that all the participants in the room learn and are engaged throughout.

Thank you for Finding time out to Deliver Workshops for us and all the extended support Ritu.
I Highly recommend Ritu as a Microsoft Trainer. See less

Riti Goswami
Brand Activation Manager at Radio Mirchi - ENIL

September 4, 2019, Riti was a client of Ritu's

I have attended the MS-Excel & MS-PPT training in my company which was given by Ms. Ritu Arora and I'm extremely thankful to her for this training. The session has cleared alot of my doubts and taught me so many new and insightful things. Her training style is very interactive and she's very patient with everyone. :)

Palak Kumra
Brand Activation and Radio Sales at Radio Mirchi || IMI New Delhi Marketing

August 24, 2019, Palak was a client of Ritu's

I attended Microsoft Excel workshop by Ritu in my company. She taught us about excel in depth and with so much calmness. Her teaching method was very interactive and informative. I got to learn so much from her session! I'm glad that I attended her session. Looking forward to more such sessions with her :)

Lakshay Madan
Account Manager at Radio Mirchi

August 23, 2019, Lakshay was a client of Ritu's

It was a great experience attending her training on PowerPoint. She is an expert in the domain. Got to learn various new tools which i hope will come handy in my field of work.

SAJIB DHAR
Account Manager at Radio Mirchi

August 22, 2019, SAJIB was a client of Ritu's

It is not an easy task to handle and train people from different domain and different level of hierarchy in same session. Ritu handled that with ease. She has covered most important tools of Ms excel in a interactive, engaging and fun way. I thank her for conducting such a session.

Aakash Krishn
Aspiring Brand Manager | Branding Solution | Media Sales | Sales & Marketing | Ex-Banker

August 22, 2019, Aakash was a client of Ritu's

It was a wonderful experience attending the MS Excel training conducted by Ritu. She has an in depth knowledge on MS Office and her session was filled with great energy.

Supreeth Venkatesh
A.Manager at HITACHI INDIA
PVT LTD
July 30, 2019, Supreeth was a
client of Ritu's

Best trainer with following qualities she has deep Knowledge in
Excel Strong Communication and Interpersonal skills. ..

Bhargav Ram
Finance Executive at Xllent
Corporate Services Pvt. Ltd. -
India
July 11, 2019, Bhargav was a client
of Ritu's

I'd like to say that the training sessions conducted by Ritu Ma'am
were absolutely wonderful and the knowledge and information
shared was vital.

Pooja Ashara
Chartered Accountant
May 20, 2019, Pooja was a client
of Ritu's

Genuine expert is the phrase that comes to my mind when I think
about Ritu Arora. I'll surely recommend her. Thank you so much
and it was a pleasure attending her 2 days training.

AKSHAY SAXENA
Tax Analyst at
PricewaterhouseCoopers -
Service Delivery Center (PwC
SDC)
May 20, 2019, AKSHAY was a
client of Ritu's

Awesome Faculty. Knows every skill of how to make your work(MS
Office) life easier :). It feels great to be taught by a subject matter
expert.

R.Anusha Rani
Intern at India Ratings &
Research - A Fitch Group
Company
May 19, 2019, R.Anusha was a

Initially I wanted to learn excel desperately and registered with so
many courses but in vain. I finally landed up with her which was an
Amazon experience. She is also an excellent teacher having a
strong knowledge in Excel in all versions. I wish we will continue