Tvisha Jewlz
Rajasthan Vidhan Sabha, 25, next to jain ent hospital, Satya Vihar, Indra Puri, Vidhayak Nagar, Lalkothi, Jaipur, Rajasthan 302015
support@tvishajewlz.com
+91 9867242420

Subject: Offer of Employment – MIS Internship

Dear Prayag Srivastava,

We are pleased to offer you the position of **MIS Internship** at **Tvisha Jewlz, Jaipur**. During your internship, you will gain valuable exposure across jewellery operations, quality control, and production management - including working closely with diamonds, polki, and jadau jewellery. We are confident this experience will significantly enhance your understanding of luxury craftsmanship, operational efficiency, and the overall retail-sales lifecycle within our brand.

Compensation & Terms:
Role: MIS Internship
Location: Jaipur (On-site)
Start Date: 22/03/2026
Internship Duration: 3 months from the date of joining
Stipend: ₹7,000/-

Your Responsibilities Will Include :

1. **Data Management & Cleaning**

- Maintain and validate large datasets (client leads, sales, follow-ups).
- Remove duplicates, standardize city names (e.g., Bombay → Mumbai), and ensure contact details are correctly formatted.
- Track and update missing or inconsistent follow-up data.

Data Analysis & Reporting

- Prepare daily, weekly, and monthly MIS reports for management.
- Use advanced formulas (SUMIF, COUNTIF, IF, DATEDIF, VLOOKUP, etc.) for lead and sales tracking.
- Monitor KPIs such as total leads, pending follow-ups, and conversion rates.
- Build dashboards with Pivot Tables, charts, and interactive filters for management review.

Insights & Decision Support

- Highlight overdue follow-ups, priority leads, and conversion performance across cities.
- Provide 3–5 actionable insights each reporting cycle to guide sales strategies.
- Support the sales team in preparing exhibition/lead performance reports.

Skills

- Strong command of Advanced Excel / Google Sheets.
- Expertise in Pivot Tables, dashboards, conditional formatting, and formula-based analysis.
- Analytical mindset; ability to extract meaningful insights from raw data.
- A background in Mathematics / Statistics / Data Analytics is a plus.
- Strong communication and presentation skills.

Next Steps

Kindly confirm your acceptance of this offer by 16/03/2026. We look forward to welcoming you to the Tvisha Jewlz family.

Warm regards,
Himanshu Khunteta
Founder, Tvisha Jewlz
Email: himanshu@tvishajewlz.com
Phone: +91-9867242420

Accepted and Agreed by:

Signature: _____
Name: Prayag Srivastava
Date: _____