Parminder Singh

MIS Analyst | MIS Reporting Analyst

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PROFILE

MIS Analyst with 9+ years of experience in financial operations, reporting, and data management. Strong expertise in **Advanced Excel, Power BI, SQL, and MIS dashboard automation**.

SKILLS

MIS & Reporting

- MIS Reporting & Dashboarding
- Financial & Operational Reporting
- Data Reconciliation & Validation
- Process Automation & Reporting Accuracy

Technical

- Advanced Excel (Pivot Tables, Power Query, Macros, VBA basics)
- Power BI (DAX, Data Modeling, Interactive Dashboards)
- SQL Server & MySQL (Joins, CTEs, Aggregations)
- ETL & Data Warehousing (Medallion Architecture)

Tools

- Excel, Power BI, SQL Server, MySQL, GitHub

EXPERIENCE

AVS Holidays Pvt Ltd   *Delhi, India*
Charging Executive   Sep 2024 – Present

- Prepared **daily & monthly Excel reports** for credit-card transactions with **100% reconciliation accuracy**
- Automated financial templates → **reduced manual reporting effort by 30%**
- Improved month-end closing speed by streamlining reconciliation workflows

Ram Building Solutions   *Delhi, India*
Assistant Accountant   May 2020 – Aug 2024

- Processed **200+ invoices monthly** with strict data accuracy and validation controls
- Supported quarterly financial reporting and audits, identifying **10% cost-saving opportunities**
- Built reusable **Excel reporting templates** adopted across departments

Career Connect   *Delhi, India*
Office Administrator   Sep 2016 – Apr 2020

- Managed financial and administrative Excel reports with **99% data accuracy**
- Optimized reporting workflows, improving team efficiency and reducing delays by **20%**
- Coordinated cross-functional data reporting for management review

PROJECTS

Financial Analytics & MIS Automation (Advanced Excel)

- Built automated MIS reports using Pivot Tables, Power Query & formulas
- Analyzed revenue, expenses & variance trends for management reporting
- Reduced manual reporting effort and improved decision accuracy

Mobile Sales MIS Dashboard (Power BI)
- Designed interactive sales & performance dashboards using Power BI & DAX
- Tracked region-wise sales, revenue trends & KPIs
- Enabled management to monitor performance in real time

Medallion Data Warehouse Project (SQL Server)
- Implemented **Bronze → Silver → Gold** data warehouse architecture
- Built ETL pipelines to transform raw operational data into reporting-ready tables
- Improved query performance by **40%** using indexing & optimized schema

EDUCATION
Delhi University   *Delhi, India*
Bachelor of Commerce (B.Com)   2008 – 2012
- Completed with strong foundation in Accounting, Finance & Business Mathematics

CERTIFICATIONS
- **ICAI – CPT (Common Proficiency Test) Cleared**
- **ICAI – Computer Training Course (ITT)**
- **ICAI – Orientation Programme**

ACHIEVEMENTS
- Completed **11+ end-to-end MIS & data analytics projects** from raw data to dashboards
- Self-learned **Excel, Power BI, SQL & Data Warehousing** while working full-time
- Built a public portfolio showcasing **real-world MIS dashboards and reporting projects**