

# CHANDAN KUMAR

## MIS EXECUTIVE



### CONTACT

8546031083

ck854603@gmail.com

DLF Phase 3, Gurgaon,  
Haryana, 122010

<https://chandu21-secret.github.io/Resume/>

### SKILLS

- HTML
- CSS
- JAVA Script
- MySQL
- SQL Server
- Google Sheet
- Google Forms
- Looker Studio
- Advance Excel

### LANGUAGES

- English (Fluent)
- Hindi (Fluent)

### LINK

#### Linkedin

<https://www.linkedin.com/in/chandan-kumar-889a02191/>

### PROFESSIONAL SUMMARY

Experienced professional with 5+ years of experience in creating and managing FMS, PMS, dynamic Google Sheets, and customized dashboards. Adept at developing tools and applications using HTML, CSS, and JavaScript. Experienced in utilizing modern development tools such as GitHub, App Script and Visual Studio Code to deliver efficient and scalable solutions. Known for leveraging technical expertise to optimize workflows, streamline reporting, and enhance organizational decision-making.

### WORK EXPERIENCE

#### Bonhoeffer Machines | MIS executive : JULY-2024 - PRESENT

- Designed and implemented FMS and PMS solutions to streamline operations and enhance efficiency.
- Developed advanced dashboards in Looker Studio for real-time data visualization and reporting.
- Automated workflows and repetitive tasks using Google Apps Script, saving significant time and effort.
- Created dynamic checklists integrated with Google Forms and Google Sheets to track and manage processes effectively.
- Conducted training sessions for teams on leveraging Google Workspace tools for collaboration and productivity.

#### Anveya Living Pvt. Ltd | MIS executive : August-2023 - July-2024

- Designed and implemented Facility Management Systems (FMS) to streamline asset and maintenance tracking.
- Automated repetitive tasks using Google Sheets scripts
- Built interactive dashboards in Looker Studio to facilitate data-driven decisions.
- Utilized Google Sheets and BI tools to track trends and generate reports.

#### Money Mitra IT solution | Operation associate : April-2019 - May-2023

- Maintaining SLA, FC
- Ensured 100% data accuracy through cleaning, validation, and modeling.
- Collaborated with teams to identify requirements, reducing decision time.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports..
- Handling multiple Reports, working with formula pivot tables and various other Excel.
- Ensure deliverables (Daily, Weekly & Monthly MIS Reports) are prepared to satisfy the project.

## PROJECTS

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**Facility Dashboard Implementation:**

Developed an FMS dashboard using Looker Studio integrated with Google Sheets for facility usage analytics.

**Automated Property Checklist :**

Created a property management checklist that auto-updates based on form submissions using Google Apps Script.

**Workflow Automation :**

Automated reporting workflows combining Google Forms and Apps Script to streamline approval processes.

**Amazon Website Clone**

Used HTML, CSS, and JavaScript to create a user-friendly interface.

**Chatbot Project**

Designed and developed a chatbot using JavaScript and APIs for interactive communication.

**Weather App**

Created a dynamic weather forecasting app using HTML, CSS, and JavaScript.

## TECHNICAL PROFICIENCIES

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**Progammig Language :** HTML, CSS, JavaScript

**Tools :** Google Sheets, Looker Studio, GitHub, VS Code

**Other Skills :** Automation scripting, data visualization, workflow optimization

## EDUCATION

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**Bachler of Technology (E.C.E) :** Alen house institute of Technology  
(2014 - 2018)

**Intermediate (12th) :** I.U.M School (2011 - 2013)

**Matriculation (10th) :** I.U.M School (2009 - 2011)