

SHEETAL GOUR

Vijay Nagar, Indore | Gour.sheetal1028@gmail.com | 7089062527

Profile Summary

A detail-oriented and highly motivated MIS Executive with proficient in MS Excel, and MS Office applications. Adept at creating insightful and visually compelling dashboards to support data-driven decision-making. Fast typing speed with 98% accuracy. Eager to contribute to organizational success by streamlining processes and delivering actionable insights.

Educational Qualification

- **Post- Graduation:** MBA in Finance – Sri Satya Sai University of Technology & Medical Sciences, Sehore (2020-2022) – **81%**
- **Graduation:** B.com Accounts (Hons.) – Institute for Excellence in Higher Education Bhopal (2017-2020) - **64.6%**
- **Diploma:** Diploma in Computer Application - Institute for Excellence in Higher Education Bhopal (2018) - **A+**
- **12th:** The Oxford Convent H.S School, Sehore (2017) – **87.6%**
- **10th:** The Oxford Convent H.S School, Sehore (2015) – **81%**

Experience

- **Indiamart Noida:** - Senior Executive – May 2022- Nov 2022
- **ICICI Prudential Life Insurance Co. Bhopal:** – Financial Service Consultant - Oct 2020 – Apr 2022

Skills

Soft Skills: Active Listener, Effective Communication, Adaptability

Tool Skills: Pivot table, Vlookup, Hlookup, Data validation, Conditional Formatting, Power Query, Index Match, Proficient in English Typing.