

MERAJ AHMAD

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📞 9651326853

📍 Currently - Amausi, Lucknow, Uttar Pradesh - 226008

in [linkedin.com/in/meraj-ahmad786](https://www.linkedin.com/in/meraj-ahmad786)

I am applying for the MIS Executive position. I am a highly motivated individual with a strong foundation in data management, report automation, and data visualization. Although I am a fresher in the MIS domain, I am eager to apply my technical knowledge and problem-solving skills to support your business's reporting and analytical needs.

In my recent experience as a Customer Service Associate at Teleperformance, I contributed to enhancing operational reporting for SBI Credit Card services, which strengthened my data handling skills. Additionally, managing data tracking and billing in Retail and Cyber Café operations helped me improve my attention to detail and organizational efficiency.

My technical competencies include:

Data Analysis & Reporting: Advanced proficiency in Microsoft Excel (Pivot Tables, VLOOKUP, HLOOKUP, Conditional Formatting, and Macros).

Data Visualization: Hands-on experience in creating dashboards and reports using Power BI with DAX.

Database Management: Basic knowledge of SQL for data retrieval and query handling.

Automation: Proficiency in Power Query and Excel Macros for process automation.

I have completed certifications in Google Data Analytics, Business Management Essentials, and Project Management Essentials, which validate my skills in data analytics, business process optimization, and project coordination.

I am enthusiastic about using my technical skills, adaptability, and passion for data-driven solutions to contribute to your organization's success. I would welcome the opportunity to discuss how my background and skills align with your requirements.

Thank you for considering my application. Please contact me at 9651326853 or meraj3176ahmad@gmail.com to schedule an interview.

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LANGUAGES

English

Hindi

TECHNICAL SKILLS

Data Analysis & Reporting: Excel (Pivot Tables, VLOOKUP, HLOOKUP, Conditional Formatting, Data Validation, Macros)

Data Visualization: Power BI (Dashboard Creation, Data Transformation, DAX)

Database Management: SQL (Basic Queries, Data Retrieval)

Automation: Excel Macros, Power Query

Tools: Microsoft Office Suite (Excel, Word, PowerPoint), Project Management Tools

INTERESTS

Continuous Skill Development in Data Analytics

Collaborative Problem Solving and Group Activities

Exploring Technology Trends and Tools

OBJECTIVE

Proactive and detail-driven MIS Executive with expertise in data management, reporting automation, and data visualization. Skilled in Microsoft Excel, Power BI, SQL, and process optimization. Seeking to apply data analytics and automation strategies to improve business decision-making and reporting efficiency.

EXPERIENCE

Teleperformance08/11/2023 - 20/12/2024

Customer service associate

Generated detailed customer service reports for SBI Credit Card operations, enhancing data-driven decision-making

Retail and Cyber Cafe Operations01/06/2021 - 01/08/2023

Sales and Operations Management

Improved data tracking and billing processes, enhancing overall operational efficiency.

EDUCATION

A.N.H SMARAK MAHAVIDHYALAYA, PRATAPGARH U. P2023

Bachelor of Art

S.T.P Computer Education2024

Diploma in Computer Application

CERTIFICATION

Google Data Analytics Professional Certified

Business Management Essentials Certified

Project Management Essentials Certified

STRENGTH

Data Management & Reporting Automation

Data Visualization & Process Optimization

Analytical Problem Solving & Decision-Making

Continuous Learning & Collaboration