

RESUME

BINGI NARASINGHA REDDY

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Mob: - 9078665421

Objective:

Leveraging 3 years of experience in managing and analyzing data, I am seeking a challenging role where I can contribute my expertise in database management, system integration, and business intelligence to drive operational efficiency and support informed decision-making within a dynamic corporate environment.

Professional Experience:

1. Kisan Konnect Safe food Pvt. Ltd

Working as a MIS Executive / Data Analyst From Aug'2022 to Continue At Turbe, Navi Mumbai.

Responsibilities:

- Manage and maintain databases, ensuring accuracy, security, and integrity of data.
- Track Operation Reports.
- Extract and analyze data to identify trends, generate reports, and provide actionable insights for decision-making purposes.
- Develop and automate data collection processes, resulting in increased efficiency.
- Reviewing all documents and information for accuracy and informing the Team of any errors or inconsistencies.

2. Phoenix innovative healthcare manufacturers' Pvt. Ltd

Worked as a Supervisor from Jun'2020 to Aug'2022 at Ghansoli, Navi Mumbai.

Responsibilities:

- Managing workflow And Handled Manpower.
- Issues orders and instructions for the execution of work. Used to brief about the way to achieve targets.
- To generate MIS reports as per the requirement by seniors.
- Production Planning and Scheduling.
- Process Optimization.
- Quality Control and Assurance.
- Updating and maintaining databases GRN, STO, STI and Dump.
- Helping to resolve employee issues and disputes.

Summary:

- 1 years of experience As a MIS Executive / Data Analyst.
- 2 years of experience As a Floor Supervisor.
- Ability to work within time/budget constraints.
- Excellence in MS-Excel, MS-word, MS-PowerPoint.
- Knowledg of MS-CIT.
- Multi-tasking & Manpower handling.

Skills:

- Microsoft Office (Excellent) (Word , Excel, Power Point)
- Google Sheets (Excellent)

Educational Qualifications:

- BSC CS from Maharashtra Board at Ghansoli J.K College of Science and Commerce.
- HSC from Odisha Board at Digapahandi Khemundi College.
- SSC from Gokarna Pur High school ,Ganjam (Odisha)

Language Proficiency

Hindi (Excellent), English (Medium), Odia (Excellent), Marathi (Average), Telugu (Medium)

Personal Information

Name	:-	Mr.Bingi Narasingha Reddy
Father's Name	:-	Mr.Bingi Madhaba Reddy
Date of Birth	:-	13th April 1999
Marital Status	:-	Un-Married
Nationality	:-	Indian
Hobbies	:-	Playing Volleyball & Listening Music.
Address	:-	Modern Apt Room No-004, Bonkode ,Sector 12(D) Kopar Khairane-400709

Date:

Place: Navi Mumbai

(Bingi Narasingha Reddy)