

Sachinkumar Singh

Management Information System (MIS) Executive at Healthcare at Home India Pvt. Ltd



(+91) 7506739815



singhsachink97@gmail.com



Mumbai, India



<https://www.linkedin.com/in/sachinkumar-singh-mis-executive/>

PROFESSIONAL SUMMARY

Determined MIS Analyst with over 3.3years of experience in analyzing large pools of data to discover trends, patterns, and correlations and producing reports & analyses to ensure decision-makers receive timely and actionable information.

Proficient in using data-driven analysis to identify and facilitate opportunities for process improvement. Skilled in working with Technology & Operations teams to design & implement changes to suite of information systems & tools. Expert in maintaining excellent relationships within and outside the core team.

SKILLS

Strategy Development
MIS Operations
Data Analysis & Management
Data Evaluation
Data Mining
Data Visualization
Dashboard Preparation
Process Enhancement
Stakeholder Management
Cross-functional Enablement
Team Management

EDUCATION

Executive MBA Program in Logistics Management in 2022-2023

Bachelor of Commerce in 2017

CERTIFICATIONS

Excel Data Analysis, Dashboard Reporting, Excel, Pivot Tables, Power Pivot and Power Query
Udemy, Jun 2021

Digital Marketing - Operating Media, Feb 2019

TECHNICAL SKILLS

Power Bi, MS Excel 365 (Advance), MS PowerPoint, Google Sheet, Google Form & Google Slides

LINGUISTIC SKILLS

English & Hindi

NOTABLE ACHIEVEMENT

- Registered track record of success in migrating:
 - Revenue data to the Power BI platform, thus slashing task time to just 1 hour.
 - Client requirement data to ATS, thus slashing task time from 3-4 hours to 45 minutes
- Made significant contribution in discussing & deciding R&R initiatives, focusing on parameters like qualification, business & cost.

WORK EXPERIENCE

Health Care at Home India Pvt. Ltd., MIS Executive, Nov 2023 – May 2024

- Interpreting data and analyzing results using statistical techniques.
- Developing and implementing data analyses, data collection systems, and other strategies that optimize statistical efficiency and quality.
- Preparing and maintaining RM daily and monthly reports.
- Creating and maintaining SOD Daily Report.
- Preparing and maintaining daily and monthly camp adherence and cancellation reports.
- Preparing and maintaining daily and monthly camp cancellation reports.
- Updating the doctor's name in CAS and Google Forms.
- Preparing and maintaining daily & monthly reports for educators and doctors.
- Acquiring data from primary/ secondary data sources.

Selection HR Services Pvt. Ltd., MIS Executive, Jul 2021 –Oct 2021

- Assisted in maintaining and implementing correct MIS, providing smooth and seamless operations and easy system maintenance.
- Provided actionable advice for updating current MIS to improve reporting speed and uniformity.
- Conducted data analysis to provide reports regularly.
- Used ATS software, reviewing dashboards, and generating MIS to manage overall applicant status and internal communications to help the recruiting and recruitment process, hence reducing time to fill available positions.
- Demonstrated effective reporting and analytical information assistance to the management team.
- Collected and comprehended problems and challenges while proposing acceptable technological solutions.
- Generated revenue data reports and revenue vs expense data reports.

ICICI Bank, MIS Executive (Cash Management Service Team), Aug 2019 – Jul 2020

- Safeguarded the preparation of accurate & detailed Eazypay Web Digital, Digital On-boarding, Input & Output Payment Gateway MIS and IPAY MIS reports while addressing incoming queries about data from the Sales Team, Solution Manager and Regional Head of sales.

Aditya Birla Sun Life Insurance Ltd., MIS Executive (Rewards & Recognitions), Oct 2017 – Oct 2018

- Developed dashboards, MIS & accrual reports as per IRDA norms for Advisor, First Lead Sales & Second Lead Sales, ensured IT department to facilitate automation on re-occurring issues while addressing MIS-related escalation coming from cross-functional teams.

Sundaram Business Service Ltd., Associate, Nov 2016 – Jun 2017

- Scanned, updated, validated, and processed claims coming in from the PAN India level. Used graphs and pivot charts for maintaining Excel with valid reasons for rejections while updating approved leads to the sheet on a regular basis.