

Gulab P. Prajapati

MIS Executive

D.O.B: 24th August 1983

gulabprajapati2408@gmail.com

9930101485 / 9867361673

Shiv Shakti Chawl, Ashok Nagar,

Hill No.3, Behind Homeguard,

Near Rathod Medical, Kamani,

Kurla, Mumbai- 400070.

Education:

B. Com

Mumbai University 2009

Additional Information:

- ❖ VBA Macros.
- ❖ Google Sheet.
- ❖ Advanced MS-Excel. MS-Word, MS-Power Point.
- ❖ MIS Executive, Data Analyst

Work Experience:

VEDANG Cellular Services Pvt. Ltd - A Quess Company

MIS Executive

June 2023 to October 2023

- Working on Revenue Forecast and Work Done, coordination with circles and collecting data and preparing Work done and Revenue details in Excel and creating PPT & Dashboards as required format of Management
- Monitoring operational activities like Deployment /Relocation of new sites & other activities and preparing site count excel sheet.
- Collecting data from circles and preparing DPR and Implementing dashboards as per requirement of Management.

InSync Analytics (I) Pvt. Ltd

MIS Executive

January 2016 to June 2023

Key Responsibilities:

- ❖ Requesting financial models on behalf of client for analysis and maintaining records of received information.
- ❖ Preparing Consensus spreadsheet, formatting, checking formulas and make sure to send error free consensus spreadsheet to clients.
- ❖ Preparation of billing reports Bernstein, GS & UBS etc.
- ❖ Extracting data from client website.
- ❖ Managing Database for clients
- ❖ Preparation of daily, monthly & quarterly MIS reports & updating reports in MS-Excel.
- ❖ To maintain Sell Side brokers and client requests data and preparing reports.
- ❖ Client Communication Via Mail.
- ❖ Searching data from websites such as Bloomberg, Benzinga, Nasdaq, Google Finance, Yahoo Finance, Marketbeat, Tipranks, Seeking Alpha, Reuters etc.
- ❖ Training new juniors.

FIS Global Business Solutions Pvt. Ltd

Team Member

October 2009 to January 2016

Key Responsibilities:

- Worked for U.S. Financial Institutions (Banks) as Team Member.
- Work received had 3 queues - Amounts, Rejects & Balancing.
- Amounts queue: - Only key amounts in figures ensuring accuracy and speed.
- Reject Queue: - Ensuring keying or various fields for which bank documents or cheques could be rejected
- Balancing queue: - Ensuring debits are equal to credits, if not equal, the same has to be highlighted and notified to U.S counterparts for them to review and if possible, rectify.
- Clearing all MICR entries for banks.

Tata Consultancy Services

Team Member

April 2008 to November 2008

Key Responsibilities:

- Worked for U.S. Projects as Team Member.
- Amounts keyed by viewing amounts in figures only.
- Amounts keyed by viewing amounts in words only.
- Complete focus on quality and speed.
- Clearing all MICR entries for banks.

Place: Mumbai

Date:

(GULAB PRAJAPATI)