



PARTHA SAMANTA

MIS EXECUTIVE



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PARTHA SAMANTA

PROFESSIONAL SUMMARY

Aspiring Data Analyst with expertise in Management Information Systems (MIS), possessing the ability to think logically and work in an organized manner. Skilled in Excel, SQL, and Power BI to analyze and interpret complex data sets, create interactive dashboards, and deliver actionable insights. Dedicated to utilizing imaginative ideas and moral principles to overcome challenges and contribute to societal improvement

EDUCATION

2015 - 2019

MAKAUT

Bachelor of Technology

Mechanical Engineering - Budge Budge Institute of Technology

2013 - 2015

W.B.C.H.S.E

Higher Secondary Examination

12th - Howrah Vivekananda Institution

2008 - 2013

W.B.B.S.E

Secondary Examination

10th - Howrah Vivekananda Institution

EXPERIENCE

2024 - 2025

Office Assistant

M/s Surendra Nath Mondal

Managed and maintained precise records to ensure data accuracy, Utilized advanced data analysis and Excel proficiency to design and develop new data management sheets, and ensured systematic task completion.

2023 - 2025

Back Office Executive

Kids Lovedale School

Ensured accurate record-keeping and sustained data integrity within the Management Information System (MIS), utilizing Excel and Power BI for student database analysis. Contributed to the development and maintenance of the school website by utilizing HTML and CSS for design and functionality

2023 - 2023

Data Analyst

Big Bull Trader Pvt. Ltd.

I ensure accurate and efficient data management using Excel for MIS-related tasks. Designed and implemented interactive Power BI dashboards to analyze and track sales trends, providing actionable insights for business decision-making. My role includes managing MIS processes for accurate reporting and analysis. Developed marketing materials and created graphics for presentations, ensuring brand consistency and alignment with corporate guidelines. Collaborated with teams to ensure consistency, quality, and alignment in all operational processes.

2020 - 2022

Back Office Executive

Rohit Enterprise

managed official email correspondence, ensuring timely and professional communication, kept construction inventory records for accuracy and compliance. delivered MIS reports to senior management, ensuring data accuracy and timely database updates.

TECHNICAL SKILLS

• MS Office Suite

• Advance Excel

• Google Sheets

• Power BI

• DBMS

• Python

• Java Script

• Html

• Css

ADDITIONAL EXPERIENCE

- Proficient in advanced Excel for data analysis and manipulation, including formula creation and pivot tables.
- Experience with Power BI for interactive data visualization and dashboard creation to inform business strategies. Skilled in ETL (Extract, Transform, Load) processes for efficient data integration and management.
- Familiarity with SQL, My SQL for querying databases.
- Skilled in dashboard reporting, focusing on clarity, accuracy, and timeliness to aid in strategic decision-making.
- Utilized Python for basic data analysis
- Developed and upheld dashboards for daily, weekly, and monthly reporting needs, ensuring real-time monitoring of key performance indicators (KPIs).
- Adopt new tools, technology solutions and develop capability through training to improve own productivity.

CERTIFICATION

- Successfully trained in Web Designing.
- Certified in Data Base Management System.
- Developed skills in Power-Bi.
- Earned certification in Solid Works.
- Has attained & fulfilled training on Python.
- Completed training in Information Technology Application.

PROJECT

Hybrid Vehicle Design & Manufacturing (June 2017 - August 2017)

- Design in Solid Works.
- Manufacture the Hybrid Vehicle by Hand.

LANGUAGE

- ENGLISH
- HINDI
- BENGALI

EXTRA CURRICULAR ACTIVITIES

- Attended a seminar on "ADVANCES IN MECHANICAL ENGINEERING" on 2018, at "Budge Budge Institute of Technology" organized by "Mechanical Engineering Department."
- Participated in a Workshop on "AUTOMOTIVE ENGINEERING" on 2018, at "Jadavpur University" organized by "team KART of Kharagpur IIT & team xlr8 of Jadavpur University."
- Participated and attained actively a seminar on "Quantum Structures of Silicon: Potential Material for Photonics and Photovoltaics" on 2015, at "Budge Budge Institute of Technology."
- Participated in "Computer Awareness Programme", for the Academic Year 2008 and 2009.
- Participated in a "Intra Club Gymnastic Championship", under "MADHYA HOWRAH JANAKALYAN SAMITI", on 2003 & 2004.

■ I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the mentioned particulars.