

Rajendra Ahirwar

Database Management Executive

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Professional Summary

Results-oriented Data & Automation Executive with 9+ years of experience in data management and business process automation. Proven track record of delivering dynamic dashboards, automated reports, and digital tools using Google Apps Script, Excel VBA, Power BI, and Google Data Studio. Skilled in solving complex data problems, streamlining operations, and driving actionable insights.

Key Skills

- Data Visualization: Power BI, Google Data Studio, Tableau Desktop
 - Automation Scripting: Google Apps Script, VBA (Excel Macros)
 - Advanced Tools: Google Sheets, Microsoft Excel, Google Forms
 - Dashboards & Reporting: HTML Dashboards, Google Sites, Looker Studio
 - Data Handling: Data Cleaning, Pivot Tables, Query, Conditional Formatting
 - Other Skills: Communication, Documentation, Problem Solving
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Professional Experience

Database Management Executive

Atishay Limited, Bhopal

Aug 2021 - Present

- Created interactive dashboards using Google Data Studio, Power BI, Excel, and Sheets for executives and directors.
- Automated repetitive reporting tasks using Google Apps Script and VBA, saving 100+ hours/month.
- Built internal tools for FMS, HRMS, CRM, WhatsApp Automation, and internal documentation using Google Sites.
- Designed dynamic forms and collected structured data across departments using Google Forms + Apps Script.
- Managed large datasets with formulas, queries, and pivot tables in Google Sheets and Excel.
- Triggered automated alerts, reports, and WhatsApp/email communications based on real-time data changes.

HR Executive cum Officer

Ashkom Media India Pvt. Ltd., Bhopal

Jan 2020 - Jul 2021

- Processed payroll for 500+ employees with accuracy and compliance.
- Handled salary structuring, statutory deductions (PF, ESIC, PT), and F&F settlements.
- Managed onboarding, documentation, and grievance redressal.
- Automated document generation and improved accuracy of attendance & leave systems.

MIS Executive

Soft-Line Computer Centre, Bhopal

Jun 2015 - Dec 2019

- Delivered monthly/annual KPIs to track performance against goals.
- Generated automated reports for sales and operations using advanced Excel formulas & charts.
- Supported CRM and internal tools to ensure accurate reporting and timely updates.

Education

M.Sc. in Computer Science

MCNUJC University, Bhopal

Bachelor of Computer Applications (BCA)

MCNUJC University, Bhopal

12th (Higher Secondary Certificate)

MP Board, Bhopal - Passed in 2009

10th (High School Certificate)

MP Board, Bhopal - Passed in 2007

Technical Proficiency (Self-Learned & Academic)

- Proficient in Google Data Analytics concepts learned during BCA/MSc and through hands-on projects
- Strong command over Advanced Excel and Excel VBA Macros from academic projects and workflow automation
- Practical experience with Google Apps Script for automation, alerts, and integration tasks
- Knowledge of HTML, HTML5, and CSS for creating dashboards, custom forms, and internal tools
- Continuously enhance skills through YouTube tutorials and project-based learning

Sample Projects

1. Employee Onboarding Automation Tool

- Automated onboarding with Google Forms, Sheets, and Apps Script
- Generated offer letters and welcome emails automatically
- Built dashboards in Google Data Studio for HR tracking

Link: <https://bit.ly/employee-dashboard>

2. Sales Dashboard with WhatsApp Notifications

- Integrated Sheets with Maytapi API for auto alerts
- Auto-updated KPIs for 3 regional sales teams
- Real-time tracking with Data Studio

Link: <https://bit.ly/sales-kpi-dashboard>

3. HRMS Tracker with Google Sites

- Developed internal HRMS portal using Google Sites
- Automated leave logs, attendance, and payroll alerts
- Centralized employee records and feedback forms

Link: <https://bit.ly/hrms-site-demo>

References available upon request.