**Aruna Mudaliar**

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| **Objective:** To enhance my skills and further my career by filling the position of MIS Executive in well-established organization.  **Professional Experience:**  **Logicash Solution Pvt LTD**  **Working As A MIS Executive From May’2016**  **Job Responsibilities:**   * Preparing reconciliation statement Daily Base And Monthly Base * Loading Schedule updated to Manager * Presenting the data with comparison of last quarter with current and budget.   **Cargo Motors (Guj) Pvt ltd., Ahmedabad ,India**  **Dealer’s of (Ford India Pvt Ltd)**  **Worked as a MIS Executive, 2010-2015**  **Job Responsibilities:**   * Presenting the data with comparison of last quarter with current and budget. * Preparing profitable statement monthly and providing to management * Preparing reconciliation statement. * Analyzing the actual with budget * Preparing MIS reports of a Revenue and Parts on daily ,weekly& monthly basis and providing to the management. * To Access and Notify management regarding income growth Vs business volume by running business reports of sales & service * Providing customer detail data to the BM / Sales Manager for sales promotion * Maintaining and presenting the Incentive calculations of Service Advisor & Technicians * Make the Invoice of the Customer on daily basis * Perform system diagnosis, repair and updates to ensure data integrity; and reliability of automated tasks. * Assist with diagnosing and resolving problems with printers, copiers, fax machines and networks * Provide help-desk and on-site technical support of software * Interface with users to identify computer related needs and provide appropriate software/hardware support applicable to those needs. * Ensure the anti-virus software is always up to date and share necessary information with users regarding potential risks. * Provide instruction to staff on the use of computer applications and systems. * Ensure routine backups are performed as outlined by the Backup & Restore Manual. * Generate reports as requested by theVice President And Branch Manager. * Any other duties as requested by the Vice President And Branch Manager. * Reports To Vice President And Branch Manager.   **Tata Tele Services Ltd, Ahmedabad ,India**  **Worked as a Finance Executive, 2009-2010**  **Job Responsibilities:**   * Preparing provisional Profit & Loss Statement * Preparing Bank reconciliation statement * Preparing accounts and helping Manager upto finalization * Making Entries in Sap System   **Technical Skills :**   * Proficient in use of spreadsheets,Powerpoint, MS Outlook and MS Access * Excel Formulas (vlookup,hlookup, pivotables,chart) * Tally ERP 9.2 * Sap System   **Educational Qualification :**   * Master of Commerce in Gujarat University for the year of April,2010 (50.25%) * Bachelor of Commerce in Gujarat University for the year of April,2008 (64%)   **Languages Known:** English, Hindi, Gujarati, Tamil |