Nikunj Khandekar
Mobile: +91 9879117519
Email: nikunj_khandekar@yahoo.co.in | khandekarnikunj@gmail.com

Objective

Experienced MIS Executive skilled at keeping today's sophisticated systems running efficiently and maintaining business operations. Desirous of working in an organization which provides adequate opportunity for career development and to learn to utilize my knowledge and contribute to the success of organization by my sincere efforts

Technical Skills

Computer Knowledge: Basic Computer | MS-Office Software | SAP (Module - SD)
MS-Excel Formulas: Lookup functions, If functions, Pivot table & charts, graphic charts. (Sum, Count, Sumifs, Countifs, VLOOKUP, Pivot table, Charts,)
Hardware: Assembling / Dissembling | Windows Installation | Formatting

Experience

Tata Chemicals LTD - Tata consumer Products Ltd (Randstad India LTD Payroll) | Since 24/09/2013 | MIS Executive

- Assisting Regional Sales Manager. Generate Daily Production Report from SAP. Day to Day WIP status. Fulfill order to arrange Consignment and Deliver. TSI Leaderboard
- To maintain Stock level and Produce/Get Product as Per RSP plan. Collecting Data (from ERP) and Interpreting Data. Analysing results. Reporting the results back to the stakeholders
- Analysing data and delivering actionable information that helps executives, managers and directors make informed business decisions.
- Defining new data collection and analysis processes. Identifying patterns and trends in data sets (Predictive Analysis). Ascertained process bottlenecks and built new solutions accordingly
- Designed standards and guidelines for enhancement of ongoing projects and goals

MS-Excel Formulas: Lookup functions, If functions, Pivot table & charts, graphic charts. (Sum, Count, Sumifs, Countifs, Vlookup, Pivot table, Charts,)
Accomplishment: Have won three times best Sales coordinator awards by Tata Chemicals LTD.

Indian Oil Corp. Ltd, Ahmedabad, India | 01/07/2007 – 24/03/2013 | SAP SD Data Entry Operator

- Point of contact for commercial queries, leading the resolution in a client focused and timely manner in cooperation with Client Liaison and Commercial teams. Identify, investigate and co-ordinate the resolution of data, process or product related queries.
- Plan and execute a complex daily personal workload and support to meet departmental and company schedules. Analyze and identify gaps and areas for improvement in coding, data input validation and drive convergence of processes and tools.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry. Review data for deficiencies or errors, correct any incompatibilities if possible and check output. Apply data program techniques and procedures. Generate reports, store completed work in designated locations and perform backup operations

Education: BSC P C M - EIILM University - 2011

Declaration

I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Nikunj Khandekar