

SANDEEP KUMAR

MIS EXECUTIVE | COMPUTER OPERATOR

CONTACT

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Muzaffarnagar, U.P.,
INDIA.

SKILLS

- Advanced Excel: VLOOKUP, XLOOKUP, INDEX-MATCH, Pivot Table & Pivot Chart
- Dashboard Creation (Excel / Google Sheets)
- Google Sheets (Advanced)
- Google App Script (Basics)
- MIS Reporting (Daily/Weekly/Monthly)
- Data Cleaning & Data Formatting
- PowerPoint Presentation Preparation
- Record Management & Documentation

STRENGTHS

- High Accuracy & Detail-Orientation
- Quick Learner & Self-Driven
- Strong Reporting & Presentation Skills
- Reliable, Responsible, and Deadline-Focused
- Independent & Team Collaboration

PROFILE

Detail-oriented MIS Executive with strong experience in data management, reporting, dashboard creation, and automation using Advanced Excel, Google Sheets, and basic App Script. Skilled in preparing accurate Daily/Weekly/Monthly MIS reports, maintaining large datasets, and improving reporting efficiency. Experienced in handling client-based MIS tasks through freelancing projects, delivering high-quality outputs within deadlines.

PROFESSIONAL EXPERIENCE

MIS Executive / Computer Operator	2020 - PRESENT
Cyber Café – Muzaffarnagar	
<ul style="list-style-type: none">Managed and prepared Daily/Weekly/Monthly MIS reports for clients through freelancing projects. Designed interactive Power BI dashboards for internal and client use.Worked on client data, operational data, and productivity sheets using Advanced Excel and Google Sheets.Developed automated reporting sheets using Excel formulas and basic App Script.Created small dashboards to track activities, entries, and customer/service trends.Cleaned, organized, and validated large datasets for accurate reporting.Handled documentation, form submissions, online services, and customer support operations.Collaborated with cyber café owner on various client MIS tasks and delivered reports within deadlines.Enhanced reporting accuracy and reduced manual workload through efficient formatting and automation.	

EDUCATION

Master of Arts (CCS University)	2019
Bachelor of Arts (CCS University)	2017
Intermediate (UP Board)	2012
High school (UP Board)	2010

LANGUAGES

- Hindi.
- English.