

# SANDEEP KUMAR

MIS EXECUTIVE | COMPUTER OPERATOR

## CONTACT

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## PROFILE

Detailed-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.

## 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

## PROFESSIONAL EXPERIENCE

### MIS Executive / Computer Operator

2020 - PRESENT

Cyber Café – Muzaffarnagar

- 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.

## STRENGTHS

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

## 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.