

SURESH M

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4th Cross Ganganagar Bangalore

MIS ANALYST

Experienced professional with 7 years and 6 months of expertise, including 2 years as a Junior Planning Engineer and 5 years and 6 months as an MIS Analyst. Adept at data analysis, reporting automation, and business intelligence. Proficient in Advanced Excel with macros (VBA) for process automation, SQL for data extraction and transformation, and Power BI for creating dynamic dashboards. Experienced in using SAP for operational reporting and ensuring data accuracy across departments. Demonstrated ability to streamline reporting processes, uncover actionable insights, and support data-driven business decisions across both planning and MIS functions.

STRENGTHS AND EXPERTISE

Advanced Excel

Macros

Automation

Power BI

ETL & DAX

SQL

Sales Analysis

Dashboard Development

Process Improvement

PROFESSIONAL EXPERIENCE

Pro-Team Solutions Pvt Ltd

Sep 2021 - Present

MIS Analyst

Demonstrated strong analytical leadership by driving automation and data accuracy across nationwide reporting systems, leading to a 60% reduction in manual workload and significantly improving decision-making speed through the deployment of Power BI dashboards and advanced Excel solutions.

Accomplishments:

- Automated 80% of manual reporting tasks using Excel Macros and VBA, significantly reducing turnaround time and minimizing errors
- Optimized SQL queries and reporting workflows, leading to a 40% improvement in data retrieval and processing efficiency
- Streamlined data validation and reconciliation processes, increasing accuracy across multi-departmental reports by 95%.
- Led the migration of legacy Excel-based reports to Power BI, enhancing reporting scalability and stakeholder engagement.
- Handled and maintained reporting for 15+ active client datasets, ensuring accuracy, confidentiality, and timely delivery of insights to stakeholders.

UDAAN

Dec 2019 - July 2021

MIS Executive

Managing day to day inventory management. Analytics month data. Sharing reports on time. Manpower Co-ordination, Monitoring S & G, Monitoring Pack-size Follow-ups, Inventory Reports, Shortfall reports, EOD Records, Tracker Maintenance all are done daily.

Accomplishments:

- Successfully managed daily, weekly, and monthly reports for operations and business performance using advanced Excel techniques
- Continuously worked to improve and optimize reporting processes, reducing manual work and increasing productivity.
- Recognized for data accuracy and on-time delivery, supporting 100% SLA compliance on reporting deliverables.

Larsen & Toubro (L&T)

Aug 2017 - Aug 2019

Junior Planning Engineer

Worked in the Materials Planning Department supporting project execution and inventory management using SAP ERP. Handled MBOM (Manufacturing Bill of Materials) verification and ensured accurate material planning for final production stages. Assisted in preparing planning schedules and aligning material availability with project timelines

Accomplishments:

- Worked in the Materials Planning Department supporting project execution and inventory management using SAP ERP
- Handled MBOM (Manufacturing Bill of Materials) verification and ensured accurate material planning for final production stages
- Assisted in preparing planning schedules and aligning material availability with project timelines.

EDUCATION

Diploma in Electronics and Communication Engineering

muthayammal polytechnic institute

BBA in Business Administration

Alagappa University

Class XII

govt Hr Sec School

A valid reference will be provided based on the request.