

Curriculum Vitae

Mohit Yadav

**K-1/82 Mohan garden,
Uttam Nagar, New Delhi - 110059**

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CAREER OBJECTIVES

To seek a better opportunity in your esteemed organization and to make my career under your directional approach and enthusiastic guidance of your organizational team, this will make me a part of your management. I wish to continually learn and attain the job satisfaction by the optimum utilization of my qualifications and experience or contribute towards the objective and growth of the organization.

PROFILE

I am driven in all my endeavors by a commitment to excellence. I have the attitude to learn and work in team. Facing challenges and meeting deadlines are my strengths. Looking forward to work in creative, challenging and learning atmosphere, which provides ample

AREA OF INTEREST

- **MIS Executive**
- **Database Management**
- **Sr. Exe-Coordinator**
- **Operations**

opportunities for growth.

ACADEMIC QUALIFICATION

- **Matriculation from CBSEK.V Janak Puri (10th)** Passed 2002.
- **Intermediate from K.V Janak Puri (12th)** Passed in 2004.
- **Graduate (B.A)** Passed in 2008.

Presently Working At:

- **Organization Name: OLYMPUS MEDICAL SYSTEMS INDIA PVT. LTD**
- **Time period :- FEB'17 to till date**

Role and Responsibilities (Coordinator – workshop Operations)

- ✓ Verification of the documents for registration & Prepare repair quotations in SAP.
- ✓ Processing of work order for repair in the SAP.
- ✓ Arranging the Spare parts movement in all over India.
- ✓ Prepare part hit ratio report for the branches to identify the consumption of the spare parts.
- ✓ Exporting the Data through SAP & prepare daily, weekly, and monthly MIS.
- ✓ Spare part management.
- ✓ Analyzing the workflow and completion TAT of the ongoing repairs.
- ✓ Maintaining the records of the repairs for audit purpose.
- ✓ Coordinate with interdepartmental and intradepartmental for solving there issues and quires.
- ✓ Prepare dynamic templates for the department.

Achievement:- Awarded as core value champion and Star performer of the year 2019-2020.

Past Work Experience:

- **Organization Name: AJS Software Technologies Pvt. Ltd.**
- **Time period: - June'14 to FEB'17**

Role and Responsibilities (E-Commerce MIS-Executive)

Major KRA's are Order Processing, Inventory Management, Freight MIS and providing best quote to our Sales Team for USA, UK and Middle East Countries.

- ✓ Receiving and downloading data from different Servers and Cleansing the data.
- ✓ Order processing, managing and providing complete data support.
- ✓ Preparing MIS reports related to the warehouse & Customer care requirement.
- ✓ Scheduling the utilities on US servers for order processing.
- ✓ Inventory management.
- ✓ Inventory MIS related to the purchasing, receiving, and returning the product.
- ✓ Data entry for preparing the MIS.
- ✓ Price Quoting for the sales team.
- ✓ Arranging best price of the product from the USA, Africa, and Middle East Countries.
- ✓ Analyzing the price and provide best quote.

Past Work Experience:

- **Organization Name: Sewara Hospitality**
- **Time period: - Aug'13 to june'14**

Role and Responsibilities (MIS-Executive)

- ✓ Receiving and downloading data from different - different sources and all Units, Cleaning and formatting data using by **EXCEL**.
- ✓ Handling multiple reports, working with **formulae, pivot tables & pivot charts**, and various other excel sheet components for accurate data.
- ✓ Updating **Data Tracker and MIS Dashboard** on daily and weekly basis
- ✓ Excellent in, MS Excel (**Hookup, VLOOKUP, lookup, Pivot Table & PivotTable Chart, Charts, Forms, data validation & Scenarios**)
- ✓ Keep the Operation & Finance manager informed of **task accomplishment**, issues, and status.
- ✓ Prepared Proactive checklist for database & important work to avoid future downtime.
- ✓ Making advanced presentation in Ms PowerPoint to present MIS & other related important reports.
- ✓ Auditing the Departmental MIS Unit wise.
- ✓ Productivity and Work performances report.
- ✓ Daily planner MIS of all the HOD's.
- ✓ Comparison MIS for Sales and HR.
- ✓ Performance Management MIS for HOD's.

Past Work Experience:

- **Organization Name: Matrix cellular Int. Pvt. LTD**
- Time period: - Aug 2011 to April'2013.**

Role and Responsibilities (Sr. Sales Coordinator)

- ✓ Receiving and downloading data from different - different sources and all 81 Centers, Cleaning and formatting data using by **EXCEL**.

- ✓ Coordinate with Sales team to provide the support
- ✓ Removing duplicate numbers from Data through **MS Excel (Tools and formula)**.
- ✓ Updating campaign wise data in **CRM**. Allocating agents to Campaign and Data wise.
- ✓ Creating and updating agents' **productivity report** in Dashboard and Share **MIS Dashboard** to the seniors.
- ✓ Handling multiple reports, working with **formulae, pivot tables & pivot charts**, and various other excel sheet components for accurate data.
- ✓ Extracting report from CRM agent productivity report on daily basis sharing MIS to the seniors.
- ✓ Updating **Data Tracker and MIS Dashboard** on daily and weekly basis.
- ✓ Interacting with client directly through scheduled daily / weekly Business Conversation (Email)
- ✓ Updating attendance dashboard and sending the agents allocating report GM.
- ✓ Ensure deliverables (**Daily, Weekly & Monthly MIS Reports & Dashboard**) are prepared to satisfy the project requirements cost and schedule.
- ✓ Excellent in Advance Excel (**Hlookup, VLOOKUP, lookup, Pivot Table & PivotTable Chart, Charts, Forms, data validation & Scenarios**)
- ✓ Prepared Proactive checklist for database & important work to avoid future downtime.
- ✓ Making advanced presentation in Ms PowerPoint to present MIS & other related important reports.

Project: - Update and live the lead management System for Matrix leads. It helps them to track the current status and data base of customers.

Father's Name	SHRI Ram Sumer Yadav
Date of Birth	06, June 1987
Address	K-1/82, Mohan garden, Uttam nagar New Delhi
Contact Number	+91 9971829847
E-mail	mohitydv6@gmail.com
Sex	Male
Marital Status	Married
Nationality	Indian
Language Known	English & Hindi
Hobbies	Listing music & reading books

I hereby declare that all the above-furnished information is correct to the best of my knowledge

Place:

Date: __/__/____

Mohit Yadav