**VIJAYAKUMAR S**

**MIS EXECUTIVE**

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**ABOUT**

I'm Expertise in **MIS Executive**. I'm loving to face problematical data management. Overseen MIS staff and delegated tasks and projects. Maintained and updated all details of service agreements with clients. Excellent in Pivot table and handled calculation from **50lakhs to 1.5 Crores.** Maintaining data and **I can analyze huge amount of data within the minute.**

# **WORK EXPERIENCE**

* **AFC TECHNICIAN / MIS EXECUTIVE / TEAM MANAGER**

**CHENNAI METRO RAIL LIMITED / FORD SMART MOBILITY - Chennai**

July 2020 – Still working – 1year 7months

I'm expertise in MIS Executive. Prepared monthly Performance Status Reports for Ford Employee. Generated, maintained and analyzed Sales, Quality and Client Service reports. Comparison document.

**ROLES AND RESPONSIBILITIES:**

1. Vendor Managements data CMRL vs FORD.
2. Handling the configuration setup machine such as AG, TOM, TVM, AVM and Station Server and also Switch.
3. Team Management and allocating work for AFC Technician, L1 team and L2 team
4. Assemble Raspberry PI board and Scanner in CMRL QR gate.
5. Maintain fault report and issue open time, close time, solved by whom, duration to close the ticket.
6. Revenue documents handled and submitted to CMRL.
7. Night Maintenance details and maintain additional requirements such as memory card, uniform, accessories.
8. Prepare comparison for CMRL fault vs FORD.

* **SENIOR MIS EXECUTIVE**

**CITI BANK / WISE TRAVEL INDIA PVT LTD & FSM -** **Ramanujan IT Park, Chennai.**

Aug 2017 - Jan 2020 – 2year 6 month

Overall, Cab Count: 500 per day, maintaining data regarding trip and audit details: 1200 trip/day   
Handled Employee Attendance and Details: 3000

**ROLES AND RESPONSIBILITIES:**

1. Vendor Managements and Handling the Web based NXT Trans tool.
2. Maintaining Transport details OTA and OTD in Excel.
3. Responsible for Billing and Invoices and analysis data and Handling Complaints & Escalations from Clients.

**REPORT HANDLED:**

1. Daily OTA (On Time Arrival) & OTD (On Time Departure).
2. OTA & OTD Mis data Daily Reports, Weekly Reports, Monthly reports shared client.
3. Penalty report for Monthly basis.
4. Vehicle compliance report and Prepare attendance for cab regarding travel details and employee

* **SENIOR MIS EXECUTIVE**

**VERIZON \ SUPER SHUTTLE – Taramani, Chennai**

Jun 2015 - Aug 2017 – 2year 3 month

Trip: 300 trips maintain per day. Employee Count: 800 per day, Cab count: 110 per day

**ROLES AND RESPONSIBILITIES:**

1. Responsible for Planning, Designing, Developing, Allocation cab, drivers and employee and route system.
2. Maintaining IT people travel details such as pickup location, drop location, pickup time and drop location and finally seat allocation for all IT people in Chennai.
3. Handled vehicle details such as Fuel, Service charge, brokage and other additional details maintaining
4. Maintain data all IT employee details such as location, pickup point, ID proof and contact information.

* **JUNIOR MIS EXECUTIVE**

**NINE STARS INFORMATION TECHNOLOGY - Chennai**

March 2014 - May 2015 – 1 year 3 months.

Handle Data: 450 information data per day, Employee: 100 per day, Aircel SIM Card Form Key entry :300/day, Aircel SIM Card Form Scanning :1000/day, Aircel SIM Card Form Key Entry Quality Checking: 500/day

**ROLES AND RESPONSIBILITIES:**

1. Verify the SIM card details and upload the original proof in Nine Star Tool, and finally I can check overall data is matched or not.

# **EDUCATION DETAIL**

BCA, Passed Year: 2013, CGPA :7.38

# **SKILLS**

MS-EXCEL, MS-POWER POINT, TEAM MANAGEMENT and TEAM HANDLING, DATA ANALYSIS, MS-WORD, SERVER, NETWORKING, IP CONFIGURATION, SYSTEM BOOTING, MANAGEMENT INFORMATION SYSTEM.