Vishal Sharma

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PROFESSIONAL SUMMARY

Highly driven **MIS Executive** with expertise in **data management, automation, and workflow optimization**. Skilled in **Javascript, AppScript, Google Sheets, Advanced Excel, and Google Docs**, with a strong ability to enhance operational efficiency and drive profitability through data-driven decision-making.

PROFESSIONAL EXPERIENCE

Mis Executive, S.V. Nanometrology Pvt. Ltd., Faridabad, India   **October 2024 – Present**

- **Automated FMS, IMS, and PMS workflows** using **AppScript**, eliminating manual tasks and boosting operational efficiency.
- Developed **advanced dashboards in Looker Studio**, providing real-time insights for better decision-making and performance tracking.
- **Implemented checklist automation** via **AppScript**, ensuring accuracy, reducing errors, and streamlining daily operations.
- Optimized **MIS reporting** by integrating automation, improving **data visualization**, and enhancing reporting speed and accuracy.
- Successfully integrated **Rahul Jain Course systems** such as **FMS, Checklist workflows,MIS Summary, and Doer–Done Dashboards**, improving task tracking, accountability, and operational efficiency.

MIS Executive, Luneblaze, Faridabad, India   **August 2023 – September 2024**

- **Managed and optimized operational workflows**, ensuring compliance with SQAAF standards and maintaining efficient documentation processes.
- **Led email marketing campaigns targeting 20,000+ schools**, resulting in a 500+ student increase in internship enrollments within just 2 months.
- **Assisted in coordinating internships** and monitored program performance using detailed metrics, providing regular reports to track progress and improvements.

Project

- **Google Sites Project Link**
  - Developed a centralized **Google Sites portal** integrating multiple dashboards and operational tools.
  - Connected with **Google Sheets & Apps Script** for real-time data tracking and automation.
  - Included modules like **Employee Dashboard, FMS, PMS, Inventory System, and Checklist Dashboards**.
  - Streamlined reporting with **MIS Summary, SOPs, Delegation, and On-Time Delivery tracking**.
  - Improved team efficiency, data visibility, and process management across departments.

SKILLS & EXPERTISE

- **Data Analysis & Visualization:** Advanced Excel, Google Sheets, **Looker Studio, Power BI**.
- **Automation & Scripting: AppScript, Javascript** for workflow automation.
- **Operational Management:** Process optimization, team collaboration, project coordination.
- **Technical Proficiency:** SQL, Microsoft Office Suite, G-Suite, Google Sites

EDUCATION

DAV CENTENARY COLLEGE (MDU)   **Haryana, India**

- Bachelor of Science in Computer Science (B.Sc. CS)   **2023**
- Scored: **75%**

Holy Children Sr. Sec. School   **Haryana, India**

- Class XII with Non-Medical Science stream (PCM), affiliated to Haryana Board   **2020**
- Scored: **88.8%**