

## Vikram K. Bhalerao

Manager MIS / VBA Developer / Business Analyst



**Address:** Flat No. 02, 'E' Wing, Gurukrupa Corner, Kharadi, Pune- 411014.

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### Objectives:

To secure a challenging position that utilizes my years of experience, while allowing me and the organisation the opportunity to grow professionally. I offer strong interpersonal skills to develop solutions with thought leadership and integrity, excellent interpersonal, oral, and written communication, and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to become a valued asset.

#### Education:

**March-2005:** Secondary School Certificate  
Maharashtra State Board of Secondary and Higher Secondary Education, Pune.

**January-2006:** Hardware and Networking  
Arora eRam Technologies, Pune.

**February-2010:** Higher Secondary Certificate  
Maharashtra State Board of Secondary and Higher Secondary Education, Pune.

#### Certifications and Awards:

**Certificate of Appreciation:** MIS Star performer Aug 2008 – Oct 2008 (*Aegis an Essar Company*).

**Certificate of Appreciation:** MIS Star performer Dec 2008 – Feb 2009 (*Aegis an Essar Company*).

**Certificate of Completion:** Public Speaking Training (PST)  
2015 (*Life School Inspirational Training*).

#### Highlighted Skills:

**MS Office:** Advance Excel, VBA Programming, Macros, Word, and PowerPoint.

**MS Outlook and Webmail:** Professional and official mail communication.

**MIS:** Daily, monthly, quarterly, and yearly reporting, business analysis, scheduling, planning, manpower analysis, unitized costing, and monthly, quarterly profit and loss analysis.

**Management:** Stock keeping, inward, outward, purchase, billing, staff management and scheduling, daily staff briefing, performance improvement planning, customer support, sales, marketing, and distribution.

Computer Hardware and Networking

#### Software Knowledge:

OS: Windows, Linux, Mac.

MS Office, MS Outlook, MS OneNote, Adobe Photoshop, Adobe Premier Pro, Adobe Spark, Pinnacle Studio, Filmora and FL Studio.

#### Additional Skills:

Web/Internet/ E-mail

Photo/Image editing and Making creative marketing flyers and layouts, etc.

Video shooting and editing and Music composing.

#### Experience:

**February 2021 – Present:** Sr. Executive MIS and Business Analyst, COLEDA B2B, Pune.

**September 2017 – August 2020:** Manager Business Analysis, Online Sales and Marketing, Aart Corporation Pune.

**Duration:** 2 Years and 11 Months.

**November 2016 – September 2017:** Store Manager, The Sound Factor, Audio Video & Automation, Pune.

**March 2015 – November 2016:** MIS Executive, The Sound Factor, Audio Video & Automation, Pune.

**Duration:** 2 Year and 6 Months.

**January 2013 – February 2015:** Assistant Manager MIS and Payroll, Serco BPO PVT. LTD

**April 2012 – January 2013:** MIS Executive, Serco BPO PVT. LTD  
**Duration:** 2 Years and 10 Month.

**May 2009 – April 2012:** Computer Operator and Hardware Engineer, Pune Municipal Corporation, Octroi Dept. (*Priya Tech Solutions PVT. LTD*)

**Duration:** 3 Years.

**January 2008-April 2009:** Centre head MIS & Business Analyst (Manager MIS) *Aegis an Essar Company*.

**July 2008 – January 2008:** MIS Executive, *Aegis an Essar Company*.

**Duration:** 9 Months.

**January 2007 – July 2008:** MIS Executive and Manager Ops, *IT Intellect Micro Solutions PVT. LTD*

**May 2006 – January 2007:** Hardware Engineer, *IT Intellect Micro Solutions PVT. LTD*

**February 2006 – May 2006:** Customer Care Executive, *IT Intellect Micro Solutions PVT. LTD*

**Duration:** 1 Year and 5 Months.

**July 2005 – January 2006:** Intern Hardware Engineer (Trainee), *Arora eRam Technologies, Pune*.

**Duration:** 6 Months.

## Additional Information

Vikram Bhalerao

### Abilities and Attitude:

*Ready to work with or within a team, ready to work hard, fast, and accurate, punctual but flexible as per the need of the hour, strict but motivated to do more to gain extra knowledge, always ready to learn something new, disciplined, and open minded, follows some simple rules to be successful in life and career.*

### Personal Information:

**Full Name:** Vikram Kisan Bhalerao  
**Gender:** Male  
**Date of Birth:** 9 January 1988  
**Marital Status:** Single  
**Languages:** English, Hindi, Marathi.  
**Permanent Address:** Flat No. 02, 'E' Wing, Gurukrupa corner, Sainath nagar, Kharadi, Pune -411014.  
**Contact Number:** +91 8999938866  
**Emergency Contact:** +91 9623942355  
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### Personal Skills:

**Critical Thinking:** Artistic aptitude, Critical observation, Logical thinking, Research and Resourcefulness  
**Interpersonal Skills:** Attentiveness, Collaborative, Encouraging, Professional, Relationship building, Sense of humour and Understanding.  
**Problem Solving:** Decision making, Humble, Influential, Patience, Realistic and Teamwork  
**Intrinsically Motivated:** Ambition, Confidence, Dedication, Energy, Hardworking, Independent, Positive and Productive  
**Flexibility:** Accountable, Adaptability, Capable, Helpfulness, Honesty, Loyal, Punctual, Reliable, Responsible and Trustworthy

### Personal Interests:

**Games:** Football, Chess, PC, PlayStation, and Indoor Card games  
**Music:** EDM, house, hip-hop, RnB, Deep house, Personal favorite 80's, 90's and country music.  
**TV Shows:** Game of Thrones, Vikings, Lucifer, The 100 and The Big Bang Theory  
**Movies:** Avatar, PK, 3 idiots, Star Wars Movies, Matrix and Interstellar  
**Traveling:** Historical places, hill stations and rural villages  
**Eating:** Mostly healthy and vegetarian but sometimes junk food.  
**Life Rules:** No rules, we get only one life, live it, and enjoy every moment; we might not get second chance. Work hard, Party hard.

**Declaration:** *I do hereby declare that all the information given above is true to the best of my knowledge and belief.*

**Vikram K Bhalerao**