# TUSHAR VISHWAKARMA

MIS Executive

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## ABOUT ME

Motivated Management Information Systems (MIS) Executive with 2 years of experience in data management, reporting, and business analysis within the banking sector. Adept at transforming raw data into actionable insights using Excel, Power BI, and basic Python scripting, and recognized for being good at using AI tools to automate tasks and improve reporting efficiency.

## EDUCATION

**BACHELOR OF COMMERCE (B.COM) – COMPUTER APPLICATIONS**                    2022-2025
**Barkatullah University, Bhopal  - CGPA - 7.05**
Relevant Coursework: Database Management Systems, Computer Applications, Business Statistics, Financial Accounting.

## SKILL

- MS Excel
- Google SpreadSheet
- Power Bi
- AI Tools (ChatGPT, AI dashboards)
- Basic Python
- Outlook

## WORK EXPERIENCE

**Shritaj Consultancy Service - MIS Executive**                    **2023-2025**

- Built and maintained comprehensive MIS dashboards to track loan disbursements, branch performance, and customer acquisition.
- Automated repetitive Excel tasks using basic Python scripts, reducing preparation time by 40%
- Designed Power Query workflows to streamline recurring reporting tasks, cutting manual effort by 30%.
- Coordinated with ICICI Bank teams to ensure accuracy and timely delivery of regulatory and internal reports.

## CORE COMPETENCIES

- **Data Analysis & Reporting**: Advanced Excel (Pivot Tables, VLOOKUP, Index-Match, Power Query, Power Pivot)
- **Visualization**: Power BI dashboard design
- **Programming**: Basic Python scripting for data manipulation and automation
- **AI & Automation**: Proficient in leveraging AI tools for quick insights, data preparation, and report generation

## KEY PROJECTS

- **Power BI Sales Dashboard:** Created an interactive dashboard displaying branch-wise performance and KPIs.
- **Python Data Automation:** Developed a Python script to clean and standardize large Excel datasets.

**Tushar Vishwakarma**