

Ajay Kumar

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Professional Summary

Result – oriented with expertise in **SQL** Database, **Advanced Excel**, google sheet, & Business Intelligence tool (**Power BI**). Another I have strong ability to data collection, data cleaning data gathering and analyze data to generate valuable insights for business decision – making. I have successfully completed my projects ([Github](#)) utilizing my analytics skills and visualization techniques.

Professional Experience

MIS Coordinator - Navriti Technologies - Noida, Uttar Pradesh

February 2025 - Present

- Lead data management processes and maintain accurate reporting systems.
- Data manage and data collection, entry, and reporting functions across departments.
- Built and maintained Excel and Google Sheets-based tools for tracking performance indicators.
- Coordinate with stakeholders to ensure MIS data accuracy and timely delivery.

MIS Associate - Navriti Technologies - Noida, Uttar Pradesh

May 2024 - January 2025

- Assisted with day-to-day MIS activities, including data entry, validation, and report generation.
- Ensured smooth operation of MIS systems for daily reporting needs.
- Supported senior MIS staff with data gathering and formatting tasks.
- Managed structured data flow and contributed to day-to-day reporting tasks.

Education

Indira Gandhi National Open University (IGNOU), Delhi

Bachelor of Arts (General)

Jan 2021 - Dec 2024

Certifications

- Diploma in Computer Application & Programming
- LinkedIn Learning - **Data Analytics** Foundations

Skills

SQL (MySQL), **Advanced Excel**, **Power BI**, Google Sheets, Microsoft Office, Advanced Excel Function's & Pivot tables, **Data Analysis & Manipulation**, Data Management, **Data Visualization**.