

T AJITH KUMAR

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Expertise : 6 years' Experience in MIS (Advance excel & VBA)

Objective

Looking for a challenging position, where my skills can be utilized to the development of the organization and my better career growth

Profile Summary

- ❖ Having **6 Years** of IT experience as MIS executive
- ❖ Understanding Business Specification/Source Map Documents for MIS reports.
- ❖ MIS reporting by using MS Excel & VBA (Macro) at Operational and Client level.
- ❖ Generate timely and accurate reports for analysis. Creating MIS/ Dashboard report and presenting it to the concern Department.
- ❖ Implement and analysis data to create daily, weekly, monthly, and quarterly reports
- ❖ Design/develop the agreed upon solution in MS Excel / PowerPoint.
- ❖ Managing the Monthly, Weekly & Daily Report Creating in MS-Excel and MS-Access through in-depth analysis and producing the actionable information.
- ❖ Implement practices and metrics to improve operational efficiencies
- ❖ Roll out different reports i.e. Efficiency, Collated Trackers, Workflow Report,
- ❖ Generating & maintaining day to day MIS Data and updating the management.
- ❖ Determined required data by analyzing MS-Access databases and created customized reports.
- ❖ Extensive usage of MS Excel **VLOOKUP, Lookup, Pivot table, VBA Macros (custom functions)**

Technical Skills

Key Skills : Advanced Excel, VBA, MS Office, PowerPoint

Professional Experience

Motherhood (Rhea Healthcare Private Limited) – Sr.MIS Executive (Jun'24 – Currently Working)

Ileads Auxilary Services Pvt Ltd – Sr.MIS Executive (Mar'24 – May'24)

TELEPERFORMANCE – Sr. MIS Executive (2.5 Years Aug'21 – Mar'24)

HOTEL SARAVANA BHAVAN – HR MIS Executive (2 Years - Jul'19 – Jul'21)

Dinesh Engineering Industries – Maintenance Incharge (Aug'16 – Jun'19)

Educational Qualification

- B-TECH in JNTU University (2012-2016)

Significant Clients

- ❖ Teleperformance (Flipkart Easy Credit, Flipkart BNPL)
- ❖ Teleperformance (Toyota Financial Service - Inbound & outbound)
- ❖ Ileads (INDKAL, Sodexo, Visit Health)

Project:

Current Role	:	Senior MIS
Duration	:	Apr 2019 to Present (5 Years)
Environment	:	MS-Excel, Function, Formulas, VBA, Automations

Description:

Motherhood Hospitals by Rhea Healthcare is a specialty hospital chain offering maternity, children, and fertility healthcare services. Headquartered in Bengaluru, India, it was founded by Dr. Mohammed Rehan Sayeed, a cardiothoracic surgeon. Motherhood has 20+ hospitals and clinics in Bengaluru,[1] Mysore, Chennai, Coimbatore, Pune,[2] Mumbai, Chandigarh, Gurgaon, Indore and Noida. They provide gynecology and pediatrics care services.

Responsibilities:

- ❖ Analysis of workflow data in various categories & managing various MIS Reports on Daily, weekly & monthly basis
- ❖ Communicate with different teams related to data to fix the solutions
- ❖ Provide necessary profiles and reports to the Clients.
- ❖ Preparing MTD data for billing Requirements.
- ❖ Provide reports required by the management.
- ❖ Creates macro generates various MIS reports accurately and in required format.
- ❖ Implement new ideas for improving workflow process.
- ❖ Managing shift plans for workflow team.
- ❖ Regular communication between various teams and the clients to ensure timely delivery for their projects.

Personal Details:

Name	:	T Ajithkumar
DOB	:	28/06/1995
Father Name	:	T Nagavelu
Graduation	:	B Tech (JNTUA – 2016)
Languages Known	:	Tamil, Telugu, English