Swati Singh
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PROFICIENCIES

- Business Analytical skills with knowledge on "advanced MS-Excel operations"
- Ability to work under own initiative and as part of a team or a project group
- Overall **6** Year Experience in Management Information System (MIS)
- Ability to coordinate a process in order to achieve a deadline,
- Time Management and organizational skills, including ability to meet deadlines.
- Have assisted superiors **with interpreting data** and compiling it in an organized manner.
- Can **translate data into summaries** that supports the business purpose and aids in decision making.
- Data warehousing, Data structuring, Analysis & Reporting based on requirements and creative insights, Data audit.
- Have created Business and productivity tracking for training and linking it with sales team..

CAREER HIGHLIGHTS:-

SBI Card Pvt. Ltd. (On Payroll of Calibehr Pvt. Ltd.)
Location   : Gurgaon
Duration   : Nov' 2017 to Till Date
Job Title   : MIS Analyst

RESPONSIBILITY:- Training Team Data Warehouse, CEO dashboard maintaining, Productivity Tracking, Goal Sheet Tracking

- Using MS office tools for generating several types of MIS and publish to every authorized person who is related to our department.
- Coordination and follow-ups with the mapped trainers on status of trainings conducted.
- Creating & updating reports based on trainings reported by the mapped area training manager.
- Compiling New Hiring Training Report and conducting follow up on the quality check pointers (as per process).
- Tracking application count for sales executive mapped with trainers and collating data into reports.
- Developing trainer-wise dashboards for the area training manager based on the reports.
- Tracking daily activity of each mapped trainer and conducting QC through other report.
- Tracking zonal trainings conducted each month and reporting pending trainings.
- Developing dashboard and training summaries of zone-wise trainings for the consumption of sales stakeholders, training head and CEO review.
- Compiling and designing monthly productivity of the zone showing impact of training on the sales & business.
- Extracting data based on various criteria showing analysis of the performance of the zonal team.
- Formulating data matrix used for appreciations and RnR sessions further used as benchmark for other reviews
- Maintaining training data and generating easy-to-interpret reports/ summaries for CEO/COO/ training head reviews.
- Tracking training based on various data point cuts such as unique count of executives trained, recurring training.
- Linking productivity with the trainings conducted for each executive to help in way ahead training decisions. i.e., track effectiveness of OJTs on productivity.
- Business Performance & Excellence Analysis: Developing & tracking productivity data based on vintage and performance
- Calculated monthly incentive for the trainers based on the productivity.
- Prepare and maintain monthly task wise utilized hours/days.
- Developing monthly executive-trainer wise mapping file to troubleshoot day-to-day mapping deviations for MIS team.

- Preparing and maintaining monthly trainer & ATM goal sheet based on existing reports and set marking parameters.
- Audit Data and Observation handling: Preparation of audit data and tracking clarification on the observations provided by
- Created Data warehouse for the training team to meet instant requirements of the seniors.
- Mentorship: Providing guidance to 5 MIS executive with different job role mapped under.
- Conducting data quality-check & Audit for other MIS executives to maintain data quality standards.
- Analyzed Learning Management System based data with backdated manual data to track performance enhancements.
- Developed User mapping for Learning Management System (LMS) and troubleshooting user-interface problems in LMS

MIS KEY SKILLS

- Security, Excel Data Backup Management, ALL major Functions, Nested Formulas, Time Saving Utilities, Name Management, Conditional Formatting, Data Validation, Pivot Reports Basic Advance Filter, Array Formulas, What-If Analysis Tools,Dashboard

ACADEMIC QUALIFICATION

- Graduate BSc. from Ram Manohar lohiya avadh University 2023.
- 10 + 2 Passed from UP Board of Allahabad school education in 2011
- 10th Passed from UP Board of Allahabad school education in 2009.

TECHNICAL SKILLS

- Expertise in Data Analysis in **Advance Excel,**Working Knowledge of **Access.**
- Microsoft Office:**Excel, Word, PowerPoint, Outlook**.

PERSONAL DETAILS

- Husband's Name   :   Rakesh
- Date of Birth   :   14th July'1993
- Nationality   :   Indian
- Language Known   :   English, Hindi
- Marital status   :   Married
- Strength   :   Confidence & My Learning Habit

I hereby declare that all the above information furnished by me is true to the best of my knowledge and belief.

Swati Singh