

TUSAHR

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MANAGEMENT INFORMATION SYSTEMS (MIS) EXECUTIVE

I'm an experienced MIS Executive skilled in using Excel, Google Sheets, and AI technologies to optimize business operations. I specialize in driving data-driven strategies, ensuring data integrity, and automating processes for greater efficiency. With a proven track record of leading teams and implementing IT solutions, I focus on aligning technology with business goals to drive growth. I enjoy collaborating with stakeholders to deliver innovative, results-oriented solutions that enhance operational performance and support long-term success.

STRENGTHS AND EXPERTISE

- Data Analysis & Reporting
- Problem-Solving
- Data Visualization
- AI Integration
- Leadership & Team Collaboration
- Automation Expertise
- Process Optimization
- Project Management
- Stakeholder Engagement

PROFESSIONAL EXPERIENCE

Krishna overses inc

August 2024 - Present

Mis cum process coordinator

In my current role as an MIS and Process Coordinator, I have developed and implemented key systems, including the FMS (Flowchart Monitoring System), IMS (Inventory Management System), PMS (Project Management System), and To-Do List systems. These systems have been designed to streamline operations, improve efficiency, and enhance decision-making across departments.

The FMS allows for real-time monitoring of facility management processes, ensuring smooth operations and prompt issue resolution. The IMS optimizes inventory tracking and resource management, minimizing waste and improving procurement processes. The PMS facilitates project management by tracking timelines, assigning tasks, and ensuring that deliverables meet deadlines. Additionally, I've implemented To-Do List systems to help team members stay organized and aligned with project priorities, ensuring efficient task execution.

By developing and maintaining these systems, I have played a key role in automating processes, improving communication, and driving organizational productivity.

Dialmaz

November 2023 - August 2024

Process Coodinator

As a Process Coordinator, I am responsible for overseeing and improving business processes to ensure efficient operations. I manage and maintain systems like the FMS (Flowchart Monitoring System), which tracks and monitors facility management processes in real time, ensuring smooth operations and quick resolution of issues. I also focus on streamlining workflows and improving communication across teams to ensure alignment with business goals.

A key part of my role involves facilitating vendor communication, ensuring that vendors deliver on time, addressing any issues promptly, and maintaining strong relationships with external partners. My goal is to ensure that all processes are running efficiently, driving productivity, and supporting overall business success.

In my previous role as a Data Entry Operator, I was responsible for maintaining accurate dispatch data and ensuring the smooth process of material dispatch. I handled all aspects of dispatching materials, including tracking, recording, and updating dispatch information in the system. Additionally, I was responsible for creating and managing bills in Tally for dispatched materials and performing purchase entries in Tally, ensuring accurate financial records and smooth accounting processes.

My role required a keen attention to detail, time management, and a strong understanding of inventory management, ensuring that all dispatches were documented correctly and in a timely manner. I collaborated closely with other departments to ensure seamless operations and supported the accounting team by maintaining precise and up-to-date records.

SOFTWARE & SKILL

- Microsoft Excel
- VBA
- Google Sheets
- Google scripts
- Google Looker Studio
- Power Bi(basic level)
- Google slide
- PPT
- Chatgpt
- Tally Prime (basic level)
- Photoshop(basic level)
- Canva
- SQL(basic level)

EDUCATION

Bachelor of Arts (BA) – [Ongoing]

Bachelor of Arts (BA) – 1st Year (Ongoing)

University of Delhi - SOL,

(Expected Year of Completion: 2027)

Bachelor of Science (BSc) – 2nd Year (Ongoing)

IGNOU,

(Expected Year of Completion: 2026)

12th Grade (CBSE Board)

JMSV Sec-12 R.k Puram New Delhi-110022

[Year of Completion-2021]

Diploma in Information Technology (DIT)

Manav Bharti Education misssion , Munirka

[Year of Completion-2024]

Certificate in Management Information Systems (MIS)

Manav Bharti Education misssion , Munirka

[Year of Completion-2025]