

Amit Kumar

Senior MIS Executive



1 Year 6 Months



(+91) 9205703364



amitakofficial@gmail.com



Key skills

- Advanced Excel
- Dashboarding
- MIS Reporting
- Analytical Ability
- Macros
- Data Analytics
- Power Bi
- Artificial Intelligence
- Salesforce CRM



Personal Information

City **New Delhi**

Country **INDIA**



Languages

- English
- Hindi



Social links

<https://www.linkedin.com/in/amitakofficial>



Profile Summary

As a Senior MIS Executive at Hindustan Times since September 2024, I specialize in turning complex data into actionable insights to support strategic decision-making. Skilled in data management, reporting, and visualization, I create and maintain accurate MIS reports and dashboards using Excel, Power BI, and VBA Macros. I focus on continuous improvement, optimizing processes, and driving impactful results for the company.



Education

B.Com, 2024

University of Delhi,
Delhi

12th, 2021

CBSE, English

10th, 2019

CBSE, English



Work Experience

Sep 2024 - Present

Senior MIS Executive
Hindustan Times Media Limited

Jul 2023 - Sep 2024

Coordinator Administrative Services
Systopic Laboratories Pvt Ltd



Certification

- MIS & ANALYTICS (Valid upto June 2023)
- DATA ANALYSIS