

DINESH MALI

Senior MIS Executive

| Plot No. 27, Sector No. 24, Pradhikaran, Nigdi, Pune - 411044 |
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Professional Summary:

Seasoned MIS Executive with 5 dedicated years planning, creating and managing secure information systems. Proactively monitors data retention practices to comply with organizational and regulatory mandates. Oversees IT operations team and determines critical decisions covering computer system plan, design, development and evaluation. Detail-oriented supervision over management information system training, onboarding and operation. Experienced Senior MIS Executive with over 5 years of experience. Excellent reputation for resolving problems and improving customer satisfaction. Reliable employee seeking MIS Executive position. Offering excellent communication and good judgment.

Skills:

- Business Operations
- Operational Reports
- Business Intelligence Data Modeling
- Pivot Tables
- Sales Presentation
- Decision Trees
- Daily Dashboards
- PowerPoint Presentations
- MIS
- HRMS

Work History:

1. Senior MIS Executive

Pune, India | Aug 2022 – July 2024 |

- Analyzing data to identify key metrics and KPIs, and to provide insights to decision-makers.
- Creating and maintaining MIS reports, including weekly, monthly, and quarterly reports.

- Developing and maintaining databases, and building scripts to make the data evaluation process more flexible.
- Creating interactive visualizations through data interpretation and analysis.
- Ensuring the privacy of all customers, employees and company records.
- HR professionals manage a company's workforce by automating and centralizing HR processes.
- Update the HRMS software data.
- Solve customer query regarding the HRMS Software.
- Create a Survey-on-survey monkey.
- Analyzing the survey with attractive dashboard in Power BI.
- Maintain the MIS work for report on the basis for head count & salary.

2. Officer, IIFL Finance

Pune, India | Jul 2019 – Jun 2022 |

- Maintained MIS security and performance levels, dictating organizational policy to maintain threat protection effectiveness.
- Determined data retention parameters based on organizational requirements.
- Managed sales, operational data and software solutions to align with company strategic vision.
- Applied emerging technology knowledge to achieve key business objectives.
- Configured and implemented IT initiatives to produce measurable business value.
- Analyzed network security and current infrastructure to assess areas in need of improvement and develop solutions.
- Planned and led administration of management information system for achieving threshold-level performance.
- Working with NBFC as a Operations and Support work.
- Developed and led large-scale technology initiatives for long-term strategic plans and solutions.

Educations:

Master of Science: Statistics

06/2018

Kavayitri Bahinabai Chaudhari North Maharashtra University Jalgaon India

Languages:

- English
- Hindi
- Marathi

(The above statements are true to the best of my knowledge and belief.)

Date:

Your Sincerely,

Place:

(Dinesh Ramkrishna Mali)