

KAMAL SINGH DHAMI

MIS (Management Information System)

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Address: H No 992/22-A, Shiv

Nagar Sector 10, Pataudi

Gurgaon HR 122001.

Seeking an opportunity in an esteemed organization in the field of MIS where I can utilize my skills, knowledge and experience for the development of both organization and myself.

Aiming to utilize my MIS skills in data analysis and system optimization to drive Strategic decision-making and enhance efficiency.

• DEGREE EDUCATION

PURSUING (B.com) Final Year
Indira Gandhi National Open University. (Gurgaon)

• DIPLOMA

DECEMBER 2019 - DECEMBER 2020
Diploma in Financial Accounting (DFA). (Gurgaon)

• HIGHER SECONDARY

APRIL 2019 - APRIL 2020
Central Board of Secondary Education. (Gurgaon)

• HIGH SCHOOL

APRIL 2017 - APRIL 2018
Central Board of Secondary Education. (Gurgaon)

- Material Dispatch
- Tally Prime
- Proficiency in MS Excel
- Proficiency Word & PowerPoint
- Data Management.
- Data Banking.
- Team Handling
- Hard Working.
- Good Communication.
- Proficiency in English Typing.
- Mailing.
- Google Sheet.
- Google form.
- Problem Solving.
- Attention to Detail.

RESUME

WORK EXPERIENCES

MANAGEMENT INFORMATION SYSTEM

Theme Ventures / JAN 2024 – Present
Sector 48 Tech Park Gurgaon Haryana 122018.

MANAGEMENT INFORMATION SYSTEM

Trinity Nexus Associates/ JAN 2023 – NOV 2023
Sector 12 Apka Bazar Gurgaon Haryana 122001.

DATA ENTRY OPERATOR

Parknsecure India Pvt. Ltd. / FEB 2021 – NOV 2022
Sector 48 JMD Megapolis Gurgaon Haryana 122018.

RESPONSIBILITIES

Theme Ventures

- Data banking of manufacturing company's and association.
- Prepare MARCOM team work report and Extraction report.
- Meetings arrange with sales person and coordinate.
- Handling data banking team.
- Man Power Handling as a dispatch department
- Bank all type of work.

Trinity Nexus Associates

- Invoice Processing.
- Prepare Power of Attorney (POA).
- Prepare Affidavits.
- Prepare (MSME) Ministry of Micro, Small & Medium Enterprises.
- Prepare Examination Reply of Trademark Registration.
- Export Manufacturing Company's data for calling.
- Maintaining records like billing data, calling data brand List data.

Parknsecure India Pvt. Ltd.

- Having good knowledge in dispatch of material according to customer schedule.
- Maintain Smooth Supply & dealing with customer.
- Make inventory control.
- Ensure timely dispatch of finish goods to all customers.
- Daily planning fo dispatch material according to customer DI and Pick-up dispatch Plan from our customer schedule and daily making DI report and Reporting to production & quality department.

PERSONAL INFO

DOB	: 19 April 2001
Gender	: Male
Marital Status	: Unmarried
Father's name	: Mr. Mohan Singh Dhami
Languages Known	: English & Hindi
Hobbies	: Playing Chess, & Listening to Music.