

# 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.

CAREER OBJECTIVE

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.

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EDUCATION

- **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)

KEY SKILLS

- 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

## PERSONAL INFO

## RESPONSIBILITIES

## 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.
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- **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.

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.