

Resume with Cover Letter

Cover Letter : - Mohd Afzal Khan

ADDRESS	:-	Bharat Nagar Khora Colony Ghaziabad NCR UP 201309
AGE (DOB)	:-	26 Years (14-Nov-1995)
EDU. QUALIFICATION	:-	B.COM Graduate, PGDCA,
TOTAL EXPERIENCE	:-	7 Years – 2 Months
CURRENT POSITION	:-	MIS Executive
RELEVANT FIELD	:-	Pharma, Skill Development & BPO Sector
NOTICE PERIOD	:-	15 Days or Less
CURRENT LOCATION	:-	Delhi NCR
PREFERRED LOCATION	:-	1. Noida NCR, 2. Delhi NCR, 3. Ghaziabad NCR, 4. Dehradun
MOBILE No	:-	+ 91 9555506242 + 91 9555560073
EMAIL ID	:-	mohdafzalkhan08@gmail.com

I hereby declare that all the information supplied above is true of the best of my knowledge and belief.

Thanks, and Regards
Mohd Afzal Khan

RESUME

MOHD AFZAL KHAN

Bharat Nagar, Khora Colony, Ghaziabad, Uttar Pradesh, 201309

Contact No: +91 95555-06242 , 95555-60073

Email ID: mohdafzalkhan08@gmail.com

Career Objective: -

Looking for an opportunity to apply my skill and contribution to the growth of the company while helping create some advancement opportunity for myself and I am constantly updating myself on the new achievement available for company.

Academic Qualifications: -

- **GRADUATE- B.COM** | School of Open Learning Collage | Delhi University | North Campus Delhi | 2015
- **INTERMEDIATE-Commerce** | Govt Boys Sr. Sec School | C.B.S.E. Board | Dallupura East Delhi | 2012
- **HIGH SCHOOL** | Govt Boys Sr. Sec School | C.B.S.E. Board | New Kondli East Delhi | 2010.

Professional or Certification Qualification: -

- I have done Post Graduate Diploma in Computer Application (**PGDCA**) from **SVSU** Distance Collage
- I have done **Advanced MS Excel** certification Course from **Talent Magnifier**.
- I have complete **MS Excel** certificate training from Vertex Altruist Group Co.
- I have done **Course on Computer Concept (CCC)** Course from NIELT.

Technical Qualifications:

- Advanced knowledge of Microsoft Excel, easily generate such report and easily manage data in a proper manner.
- Best Knowledge of Excel Formulas (**V- lookup, H-lookup, Index, Match, Subtotal, If Functions, If And, If Or, IFs, Sum if, Sum-ifs, Count-if, Count-ifs, Pivot Table, Data Validation, Conditions Formatting, Macro (Beginner), Mail- Merge** etc)
- Best Knowledge of Google Applications like – **Docs, Spreadsheet, Shared-Drive, Google Form and other Google products** etc.
- Best Knowledge of System Software & Application and Comfortable to work any ERP portal like **SAP, Salesforce, Sixier class, MRIGS, Vodafone CRM, Kaushal Bharat, UPSDM** and Skill India.

Work Experience History:

1. I am currently working in **Mankind Pharma Ltd** as an Associate MIS Executive in Sale Department at Okhla Phase 3 Delhi.
2. 7 months Experience in at **Basix Academy for Building Lifelong Employability Limited** as a **Senior MIS Coordinator** at Kailash Colony & Saket H.O
3. 2.6 Years'(Dec'18 to Jul'21) Experience in **Daksya Academy Private Limited** as a **Senior MIS Coordinator** at Ghaziabad U.P.
4. 3.5 Years' Experience in **Vertex Customer Solution India Private Limited**
 - 8 Months (Mar'17 to Nov'17) as a **HR-MIS (Payroll)** at Parwanoo Himachal Pradesh.
 - 13 Months (Feb'16 to Mar'17) as an **Assistant-Team leader** at Noida Uttar Pradesh.
 - 13 Months (Jan'15 to Feb'16) as a **Business Associate** for Vodafone collection at Noida UP.
 - 7 Months (Jun'14 to Jan'15) as an **Associate Trainee** for Vodafone collection at Noida UP.
5. 6 Months Experience in **Infosys Solution as Computer Operator** at Mayur Vihar Phase-3 Delhi.

Associate MIS Executive – Mankind Pharma Ltd



Key Responsible Area

- Sale Report, Customer Report, Short Expiry Report, and Outstanding Report etc downloads from SAP and Analysis, the data and create customize report as per HOD Requirement
- Prepare Stockiest wise/Product wise/Product category wise sale trend, Growth Monthly, Quarterly and Yearly.
- Calculate Daily, Weekly, Monthly & Quarterly Incentive for field force.
- Generate reports of daily POB Sale and SOB Sale and send to the Management on a regular basis.
- Send Incentive & Target letter CNF, Stockiest and Field force.
- Send alert for Target vs Achievement, Scheme Wise Achievement.
- Coordinate with team and get update their Tour plan in WFSa system.
- Alert share with team for short expiry product.

Sr MIS Coordinator, B-able (Basix Academy for Building Lifelong Employment)



Key Responsible Area

- Developed such reports and system to analyse the data to take quick actions.
- Generate reports of leads and conversion and send to the Management on a regular basis.
- Track all the training activities and maintain the data record. Also manage the master record of the centre like admission, Active candidates, assessment and placement
- Ensure that all the daily process are follow in LMS, e-VOC, and Skill India ERP portals.
- Support to Email and WhatsApp tools to batter reach
- Manage refundable Enrolment's security fees collection, deposit and return data.
- Ensure that timely upload and approved Budget and Expenses for the active centres.
- Create quarterly / yearly photo album and reports.
- Keep the records of all the Mobilization team & other team to generate the performance report.
- Send alerts if found any mistake or unauthentic process and Pending works.
- Create and development such reports which are required to management.

Senior MIS Coordinator, (Daksya Academy Pvt. Ltd.)



Key Responsible Area

- Developed such reports and system to analyse the data to take quick actions on the critical things. Like as Delivery Report, Revenue report, Mobilization Report, Daily attendance Report etc.)
- MIS/Data Analyst Effectively create automation and make timelines & accuracy of the reports and Define a process and system for MIS Team and Implement.
- Supervising digital security and ensuring all anti-viruses and firewalls are regularly updated and also Maintain Corporate Mail IDs and Cloud server via Google Inc.
- Maintain and keep track of all the MIS Activities like Data punching on Government ERP portal and company own portal (sixier class), a regular update on the same and such reporting.
- Maintain Inventory of stock available at Head office for timely commencement of batch.
- Track all the training activities and maintain the data records of the training like track government affiliation of the courses and training Centres of any locations, Maintain Master Data of all the projects (MoU, Work Order, Vendor Agreement, etc.), Maintain Master TOT Trainer records, Admissions, active candidates, active engagements of candidates, Daily attendance, daily session, Exams, Interviews Placement Management (Employer Registration, Appointed & Monthly Continuity & Tracking of Candidates.) etc.
- Generate and maintain Invoices for the different tranche/Instalment
- Ensure all the running projects meeting all the requirements and conditions.
- Send alerts if found any mistake or unauthentic process and Pending works.
- Take follow-ups for student's assessments and update to concern person.

HR MIS Executive, Vertex Customer Solution India Private Limited



Key Responsible Area

- Documentation work on joining and Exit time as well HCM ERP Portal
- On Boarding & generate employee code
- All HCM ERP work {Absconding Releasing /FNF tracker update /leave management/supervisor & Designation changes etc.}
- Prepare monthly Payroll cycle basis inputs as per compliance Requirements. {Overtime & incentive, training certification details, bank account details, Active manpower details, Arrears of Salary etc.}

- Solve Salary & Attendance Query, Prepare monthly and quarterly Report,
- Salary Cheque's Related issue {name correction, expire cheque reissue}, PF Activation,
- Perform other HR duties as assigned by the management.
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A-TL (Retention help Desk), Vertex Customer Solution India Private Limited



Key Responsible Area

- Share data to dialler team for uploading to next day calling, Data planning bucket wise, Paid case DNC on the daily basis.
- Prepare weekly roster plan, APR Share with team.
- Attendance marked on HCM portal on the daily basis.
- Maintain master collection sheet and Waiver sheet.
- Prepare projection for achievement monthly target
- Team Briefing, Team Training for new update and Solve team daily calling issues.
- Handle Vodafone CRM & Vodafone Web CRM.

Personal Details: -

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|------------------|---|--------------------------|
| ➤ Father's Name | : | Khalil Ahamad |
| ➤ Date of Birth | : | 14/11/1995 |
| ➤ Gender | : | Male |
| ➤ Nationality | : | Indian |
| ➤ Marital Status | : | Married |
| ➤ Language Known | : | English & Hindi |
| ➤ Life Theory | : | Analysis and Improvement |

Declaration:-

I hereby declare that the above-mentioned information is correct up to my knowledge
And I bear the responsibility for the correctness of the above- mentioned particulars.

Mohd Afzal Khan

Date: - / /

Place: - Delhi NCR