

## Pragati Pandey

MIS Executive

U block, DLF Phase 3, Gurgaon  
Row house no-6 Jeewan chaya  
society, jachak mala, jai Bhawani  
Road, Nasik Road, Nasik,  
Maharashtra  
9021861153  
pragatipandey09011996@gmail.com  
09 January 1996  
Unmarried  
India

### PROFESSIONAL SKILLS

- Programming skills  
HTML, Adobe Dreamweaver
- Software Package  
Adobe Photoshop, Adobe Premier  
Pro, Adobe Illustrator, 3Ds MAX,  
MAYA, MS  
PowerPoint, MS Excel, MS Word.

### STRENGTHS

- Punctuality
- Enthusiastic
- Positive Attitude
- Zeal to learn new things

### HOBBIES AND INTERESTS

- Travelling
- Public Relation
- Dancing
- listening Music

### LANGUAGES

- English
- Hindi

### OBJECTIVE

Looking for a responsible career opportunity in MIS, Data analyst & Business Intelligence that allows me to utilize my academic education and management skills, while making a significant contribution to the success of the organization.

### EXPERIENCE

- **MIS Executive , Holiday** From May 2019-To January 2020  
*Travel Triangle* Sector 18, Gurgaon  
MIS -

- ☒ Data mapping from source.
- ☒ Analyze all Operational Metrics including: - MIS data utilized for Operational Reporting - Ongoing review of actual productivity and forecast modeling - All relevant Operations reporting.
- ☒ Compile and maintain reporting including: Daily Reporting – compile and report all work coming in and completed; Weekly Reporting – compilation of above Daily Report covering each calendar week of work; Monthly Reporting – Monthly Report package compilation of Daily Report covering every calendar month for each line of business.
- ☒ Validate accuracy of data to identify any possible issues or concerns.
- ☒ Develop and maintain effective working relationship with sales and operational leaders.
- ☒ Diagnose data issues, with ability to identify root cause issues.

#### Business Intelligence -

- ☒ Constructed reports, dashboards and predictions requested by the company.
- ☒ Identify key performance methods to track the progress of company's initiatives.
- ☒ Supported sales targeted with cost analysis from operations team with the help of Net earning tracking sheet.
- ☒ Maintain process mapping of current and future business processes.
- ☒ Reviewed business priorities, and analyzed options, risks, and costs.

#### Data Analytics-

- ☒ Collects and analyzes data.
- ☒ Monitors and organizes all client invoices for the purpose of accurate and timely billing procedures.
- ☒ Utilized MS SQL, data warehousing programs, and other dashboard for data intelligence and analysis.

### EDUCATION

- **B.Sc Multi Media , Makhanlal chaturvedi** 2014-2017



*national university of journalism and communication*

Bhopal

68 %

- **Class XII** , Kendriya Vidyalaya Nasik Road Camp

2012-2013  
Nasik

66%

- **Class X**, kendriya Vidyalaya moti dungri

2010-2011  
Alwar

7.4



## FINAL YEAR PROJECTS

**Make Short Movie** ,

01 April 2017-30 April 2017

- *Makhanlal Chaturvedi University*

Make Short Movie on JAN DHAN YOJANA

- **Documentary** , *Makhanlal Chaturvedi University*

01 Mar 2017-31 Mar 2017

Documentary on Swach Bharat.

- **Advertise** , *Makhanlal Chaturvedi University*

01 Feb 2017-28 Feb 2017

Advertise on Dairy Milk Chocolate.



## INTERNSHIP / INDUSTRIAL EXPOSURE

**Internship** ,

Jan 2017 to Feb 2017

- *Bansal News Channel*

Bansal news channel, Arera colony, Bhopal

As a video Editor



## ACHIEVEMENTS AND AWARDS

- **Kendriya Vidyalaya Nasik Road Camp**

Pratham and Dwitiya Sopan in Scout and guide.

- **Makhanlal Chaturvedi University**

Participated in campaign of swach Bharat Abhiyaan.



## DECLARATION

Hereby I declared that the above written are true to the best of my knowledge and believes.