

NANDINI ACHARYA

MIS Executive

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Mumbai, Maharashtra 421503



SUMMARY

Dedicated MIS Executive with 4 years of experience in the banking sector. Excel expert with a proven track record of data analysis, reporting, and process improvement. Adept at translating complex data into actionable insights to enhance decision-making and streamline operations.

EDUCATION

S.I.C.E.S College

Higher Secondary Certificate
2015 – 2016

Sikkim Professional University

Bachelor's Degree in Business Administration
2019 – 2022

SKILLS

- Power BI desktop
- SQL
- Excel
- Tally ERP 9
- Power Point

CERTIFICATIONS

- Power Bi Desktop
- SQL
- Tally ERP 9
- MS-CIT
- DTP

PROFESSIONAL EXPERIENCE

MIS Executive

ICICI Bank Ltd | 2019– Present

- Collected, analyzed, and interpreted data to create actionable reports for management.
- Developed Excel-based models to streamline financial analysis and reporting processes.
- Collaborated with departments to understand data needs and enhance reporting accuracy.
- Created and maintained data visualization dashboards for performance tracking.

Accountant

Kanchan Auto Pvt Ltd. | 2015 – 2019

- Managed day-to-day financial activities.
- Recorded and reconciled sales transactions, ensuring accuracy and completeness.
- Maintained accounts payable and accounts receivable, tracking payments and receipts.
- Generated monthly financial statements, including profit and loss reports and balance sheets.
- Prepared and filed GST returns and ensured compliance with tax regulations