

Firoj Jabbar Mulla

Mis Executive

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 8767212185

 Pune

 India

 Male

 mazamh24.live

Summary

Experienced Mis Executive with 6.2+ years in data management, reporting, and analysis. Proficient in Excel with a strong focus on automation, dashboarding, and process optimization. Adept at transforming complex data into actionable insights to support business decisions. Reliable, detail-oriented, and results-driven.

Professional Experience

DEMAND MEDIA BPM LLP, Mis Executive

04/2024 – 10/2024

Collaborated with teams to ensure error-free campaign execution and high client satisfaction.

Pune

- Developed campaign files using advanced Excel to meet client specifications and ensure accuracy.
- Automated processes with VBA to increase efficiency and reduce errors.
- Managed all campaign data, ensuring organization and accuracy

FINEXCORE India Pvt Ltd, IT Financial Solution, Quality Analyst

06/2022 – 04/2024

A technology company specializing in fintech solutions Testing for banking applications, ensuring high usability

Hyderabad, India

- Executed functional and non-functional testing in Alpha/UAT phases.
- Reviewed UAT tickets to distinguish valid defects from user queries.
- Reproduced and logged bugs with traceable steps using JIRA.
- Coordinated with dev teams for patch deployments with zero impact.
- Verified fixes and ensured smooth post-deployment testing.

Egon Software Pvt Ltd, IT Services, Mis Executive

02/2021 – 11/2021

A software development firm focused on web solutions

Viman Nagar, Pune

- Managed and maintained the backend of a Magento e-commerce website, ensuring smooth operation and optimal performance.
- Upload new products on the website with complete and precise information Maintain product categories and ensure proper organization
- Handle email communication with clients regarding their profiles and inquiries.

Max-Lifestyle International Pvt. Ltd,

02/2018 – 02/2021

Sr. Assistant Retail Operation (LMR/TIC)

Aundh Westend Mall

A retail company focused on customer engagement and satisfaction

, Pune, India, India

- Designing and managing databases and data warehouses

- Analyzing data and generating insights to support business decision-making

- Managed and maintained CRM portals and customer databases to ensure accurate and up-to-date client information.
- Developed and managed databases and data warehouses to support business intelligence and reporting needs.

Education

DR B.A.M.U, Graduate from Shree Chhatrapati Shivaji College.

06/2016
Omerga, India

Languages

English • Hindi • Marathi

Skills

Advance Excel		VLOOKUP, Pivot Tables, Macros, Charts
My SQL		DDL,DML
Artificial Intelligence (AI)		Deepseek , Grok, GPT
Data management		Data Analytics 
Outlook		Communication 
VBA /Micro		
Automated Mis Delivery Campaign	85%	

Certificates

Fundamental Digital Marketing • Prompt Engineering Applications

Awards

Data Quality, Landmark Group