

# Firoj Jabbar Mulla

## Mis Executive

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🔗 mazamh24.live

## Summary

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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

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### 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, *Sr. Assistant Retail Operation (LMR/TIC)*

02/2018 – 02/2021

A retail company focused on customer engagement and satisfaction

Aundh Westend Mall  
, 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 Campaigen 85%

## Certificates

Fundamental Digital Marketing • Prompt Engineering Applications

## Awards

Data Quality, Landmark Group