

Harish Ameer

Client Servicing | MIS Executive | Data analyst

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SUMMARY

Experienced in client servicing and MIS with strong skills in client communication, data handling, and report generation. Proficient in Excel and reporting to support business operations and decision-making.

EXPERIENCE

07/2025 - Present	<div>MIS Executive DKC EXPORTS ↗</div> <ul style="list-style-type: none">• Expert in Advanced Excel: dashboards, pivot tables, macros, and automation using VBA.• Designed dynamic, user-friendly sheets for reporting and data analysis.• Automated workflows in Google Sheets using Apps Script, reducing manual tasks.• Created real-time dashboards and scheduled reports with email triggers.• Standardized data entry with validations and templates to ensure accuracy.• Migrated Excel processes to Google Sheets for better collaboration.• Reduced reporting time by 50% through efficient automation and smart design.
01/2024 - 06/2024	<div>Executive- Client Servicing Easy Source HR Pvt. Solutions ↗</div> <ul style="list-style-type: none">• Demonstrated strong organizational, communication, leadership and problem-solving skills while managing complex projects.• Identified opportunities for process optimization and cost reduction initiatives across all departments.• Established protocols around data collection and analysis procedures used when engaging with high profile clients.• Structuring of CTC (Cost to Company), gross salary, etc.• Payroll process, preparation of attendance sheet, Overtime & leave management.• Generation of salary sheet/ pay slips/ TDS certificates.• Medclaim management.• Updating all the details in Master data.• preparation of full and final settlements.

EDUCATION

08/2020 - 08/2023	<div>BSc (PMCs) MGS University Bachlor's in Science</div>
01/2019 - 05/2020	<div>Science Sun Bright School Higher Secondary</div>

CERTIFICATES

HackerRank Certificate in SQL(intermediate) ↗
HackerRank

Certificate in AWS CCP ↗
Udemy

Certificate in Data Analyst ↗
Udemy

Certificate in Advanced Excel ↗
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SKILLS

Macros	Dashboard Creation
PowerBI	Email and call handling
Chatgpt	Report Generation
Vba	Data Management
App script	Microsoft Excel
Google sheets	Data Visualization

LANGUAGES

Hindi	English
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