Harish Ameer

MIS Executive | Data entry operator

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📍 Bikaner, Rajasthan, India

SUMMARY

Detail-focused Data Analyst with knowledge in data warehousing, process validation and business needs analysis. Proven to understand customer requirements and translate into actionable project plans. Dedicated and hard-working with passion for Big Data.

EXPERIENCE

Executive- Client Servicing   02/2024 - 05/2024
Easy Source HR Pvt. Solutions ↗

- 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.
- Mediclaim management.
- Updating all the details in Master data.
- preparation of full and final settlements.

EDUCATION

BSc (PMCs)   08/2020 - 08/2023
MGS University - Bachlor's in Science

Science   01/2019 - 05/2020
Sun Bright School - Higher Secondary

Intermediate   08/2017 - 08/2018
Sun Bright School - Secondary

CERTIFICATES

HackerRank Certificate in SQL(intermediate) ↗
HackerRank

Certificate in AWS CCP ↗
Udemy

Certificate in Data Analyst ↗
Udemy

Certificate in Advanced Excel ↗
IICS

SKILLS

Tally

ChatGPT

Macros

Report Generation

Data Management

Microsoft Excel

Google Sheet

Data Visualization

LANGUAGES

Hindi

English