

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

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|---|-------------------|
| Executive- Client Servicing | 02/2024 - 05/2024 |
| Easy Source HR Pvt. Solutions ↗ | |
| <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.Mediclaime management.Updating all the details in Master data.preparation of full and final settlements. | |

EDUCATION

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|---------------------------------------|-------------------|
| 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

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| HackerRank Certificate in SQL(intermediate) ↗ |
| HackerRank |
| Certificate in AWS CCP ↗ |
| Udemy |
| Certificate in Data Analyst ↗ |
| Udemy |

SKILLS

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|-------------------|--------------------|
| Tally | Data Management |
| ChatGPT | Microsoft Excel |
| Macros | Google Sheet |
| Report Generation | Data Visualization |

LANGUAGES

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| Hindi | English |
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