

**VIKRAM KUMAR ROY**

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**Personal Statement**

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Results-driven MIS Executive with 6 years of experience in leveraging data-driven insights to optimize organizational efficiency and decision-making. Adept at designing, implementing, and managing robust information systems, with expertise in data analysis, database administration, and report generation using tools like Excel, SQL, and ERP software. Proven track record of streamlining workflows, automating processes, and delivering actionable reports to senior leadership, enabling informed strategic planning. Committed to maintaining data integrity, enhancing system performance, and fostering cross-departmental collaboration to align technology solutions with business goals. Passionate about continuous improvement and leveraging technology to solve complex challenges.

**Skills**

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MS Office | GSuite | VBA | Appscript | Appsheet | Looker Studio | SQL | Python | Javascript | PowerBI

**Experience**

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**Medisellers India – Pitampura, New Delhi** **04/2024 – Present**

**Senior MIS | Data Analyst | Operation Manager**

- Align and automate works that are currently done manually
- Creating SOPs and new systems for the doers
- Creating reports as per requirement; such as FMS analysis report, Doer performance report, and other as suggested

**Sunstar Hospitality – Karol Bagh, New Delhi** **06/2023 – 04/2024**

**Senior MIS | System Creation | Project Manager**

- Creating various reports based on the data gathered, i.e., daily reports- day reports and night reports, weekly reports- sales report and performance reports, monthly report- monthly sales analysis report
- Creating and implementing new process for the company. Interactions with various departments in helping their works.

**DS Enterprises – Howrah, West Bengal** **01/2019 – 04/2023**

**MIS Executive | Accountant | Operation Executive**

- Gather Data from all Departments and put it into digital
- Based on data create multiple reports which includes, dead stock reports, department wise as well as overall KRI and KPIs, Project Analysis.
- As a accountant i've to create GSTR data and file on the GST Portal, enter all the data into Tally ERP and when needed give reports and data to the CA
- Done work along with Web Developer in creation of company's website. That included creating prototypes of the design, giving designs to developer

- I also have done work as a graphic designer where I've created covers, banners, posts for advertisements
- Making Databases from various websites and then push it to web developers
- Keep eyes on google analytics for changes and before day-end create the reports as been said daily

## **Kotty Lifestyle Pvt. Ltd. – Tughalkabad, New Delhi**

**07/2017 – 12/2019**

### **MIS Executive | Operation Executive**

- Get all the data from registers in the digitals Create FMS, IMS and PMS with help of them
- Keep tracks on data and the physical works of each head of the departments
- Create weekly and monthly reports based on that which includes dead stock reports, behaviour reports, and KPI, KRIs

## **Education & Certifications**

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Rajkiya Pratibha Vikas Vidyalaya(CBSE) – Lajpat Nagar, New Delhi	10 <sup>th</sup>
Govt. Co-Ed Sr. Sec. School – Lajpat Nagar, New Delhi	Higher Secondary