

Contact

Phone

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Address

Dommasandra, Sarjapura, Bengaluru
-562125

Education

2018-2022

B.E Mechanical

Sri SaiRam College Of Engineering

CGPA -7.00

2016-2018

Pre-University

Sri Bhagavan Mahaveer Jain College

Percentage -60.00

2016

SSLC

Government High School Kuguru

Percentage -77.00

Skills

- Advanced proficiency in MS Excel (Vlookup, Hlookup, Pivot Table, Concatenate, Trim, etc.).
- Automation using Macros in Excel.
- Strong understanding of data modeling, data warehousing, and data mining techniques.
- Java
- MongoDB Database

Language

- English
- Kannada
- Tamil
- Telugu
- Hindi

Manoj Kalyan

Results-oriented MIS Executive with a demonstrated proficiency in MS Excel, strong analytical abilities, and a track record of implementing process improvements. Seeking to leverage expertise in advanced Excel functions, automation, and MIS reporting to drive efficiency and accuracy in organizational operations

Experience

2022 - 2023

Tata Motors | Bengaluru

Service Advisor

- Expertly utilized advanced MS Excel functions including Vlookup, Hlookup, Pivot Tables, Concatenate, and Trim to streamline data processing and reporting.
- Implemented automation initiatives resulting in a 25% reduction in manual reporting efforts.
- Established standardized reporting processes, enhancing corporate process efficiency and governance.
- Collaborated with cross-functional teams to gather requirements and provide customized MIS solutions.
- Developed and maintained daily, weekly, and monthly reports, ensuring timely and accurate information delivery.
- Leveraged logical reasoning and analytical skills to identify trends, generating actionable insights for senior management.

Project - College Placement Cell Management System

- Implemented secure employee authentication (signup and signin) using Passport.js, enhancing access control and system security.
- Established a dynamic company database with functionalities for data retrieval and modification, facilitating efficient company-profile management.
- Utilized MongoDB to create a robust and scalable data storage system for student and company records, ensuring reliable access and storage capabilities.
- Integrated functionality to download all student records in .xls format, providing a convenient means of data retrieval for stakeholders.
- Technologies Used: Express, MongoDB, Passport.js, Excel Libraries (for .xls file generation)

Soft Skills

- Strong analytical and logical reasoning abilities.
- Excellent communication and decision-making skills.
- Proven ability to build trust and credibility at all levels of the organization.
- Effective multitasking and time management skills.

Certificates

- Java - Coding Ninjas
- MongoDB Database- Coding Ninjas
- Microsoft Office Excel - Udemy