# RESUME

## ANITA KEDARE

Current Address:
B.D.D Block Number 57,
Dr.G.M. BhosaleMarg, Worli
Mumbai City-400018
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## CARRIER OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## EMPLOYMENT HISTORY

- Company Name –**PRIYANKA COMMUNICATIONS INDIA PVT LTD**

  Designation       -MISAnalyst.

  Period            - (June 2016 – August 2019).

### *Job Description:*

- Create and maintain Daily Weekly and Monthly Progressive report.
- Using Excel formulas like , V Lookup, SUMIF,COUNT, COUNTIF, IF, TRIM, CONCATENATE, SUBTOTAL, SUMPRODUCT,LEN,ISERROR,INDEX,MATCH etc.
- Create user form using VBA Code, also used insert, update, and delete, Joins, stored procedure in SQL queries.
- Handling huge amount of database on SQL server, Advance Excel with using various advance formulas.
- Prepare and update the Dashboard, Pivot and Charts in Excel and advance excel formulas (Advance Lookup's)
- Designed, recorded, and executed macros to automate data entry input.
- Also handling the database of Ms-Access and also creating, updating Quires in Ms-Access.
- Managing pan India promoter Attendance and maintain their daily and monthly Target, as per target maintain every promoter achievement.
- Coordinate with RDS, follow up the FRND and Centric secondary sales report for imei number wise file format, that sales upload in CRM
- Creating Weekly TL Dashboard, monthly attending promoter meetings follow up by their stock requirement and sale details.
- Attended Reliance SRM training, Coordinate with Pan India Stores and update on required details by Reliance Team and understand their needs and requirement and follow up by sales.
- Always maintain & create report within TAT time.
- Handling billing and sale out details for every month
- Prepared routine and ad hoc status reports.

- Company Name –**Epicentre Technologies PVT LTD.**

  Designation    -Analyst.

  Period         - 1 Year (May 2015 – Mar 2016).

## *Job Description:*

➢ Download the data from SQL server & the create and maintain AHT report, ASA report, SL report as per the overall call .
➢ Always maintain & create report within TAT time.
➢ Record and update the Macro using VBA (visual basic application) code.
➢ I am also playing important role as auditor of the report so that Audit the Report created by other team meats.
➢ Also get the chance the handle team of four numbers, So that I provide training about new report or existing report.
➢ Maintaining weekly sync up call and meetings with client and present the proper summarized data in PowerPoint presentation to client and also discussed the further road maps.
➢ Handling or Maintaining the MIS or details required as per the any Ad-hoc request .
➢ Handling huge amount of database on SQL server, Advance Excel with using various advance formulas.
➢ Also handling the database of Ms-Access and also creating, updating Quires in Ms-Access.
➢ Creating and updating the SQL Quires and Maintaining, Refreshing the SQL Database.
➢ Prepare and update the attractive Dashboard in excels as per the requirement.

- Company Name –**IndusInd Media & Communications Limited.**

  Designation    - Database Analyst.

  Period         - 1 Year 11Month (February 2013 – December 2014).

## *Job Description:*

➢ Prepare and update the Dashboard, Pivot and Charts in Excel and advance excel formulas (Advance Lookup's)
➢ Billing Executive (SQLServer, Work on MagnaQuest Software) good proficiency on Sql Server 2005 and 2008 versions
➢ Download the data from SQL server & the prepare Revenue based reports like cost sheet and P&L statement report as per quarter wise in Advance Excel.
➢ Record and update the Macro using VBA (visual basic application) code.
➢ Audit the Report created by other team meats.
➢ Prepare the balance sheet in Excel format using Advance Excel.
➢ Attending the monthly or weekly sync up call and meetings with client and present the proper summarized data in PowerPoint presentation to client and also discussed the further road maps.
➢ Handling or Maintaining the MIS or details required by Cluster Head.
➢ Handling huge amount of database on SQL server, Advance Excel.
➢ Creating and updating the SQL Quires and Maintaining, Refreshing the SQL Database.
➢ Creating OLAP (Online Analytic Processing) cube for maintaining historical data in SAP tool i.e. (Enterprise Guide tool).
➢ Daily Monthly Report and Handling/ Verifying Workflow & Team.

- Company Name - **Animatix Computer Education**

    Designation      -Faculty.

    Period           - 2 Year 3 Month (June 2010 – September 2012).

- I was teaching C, C++, HTML, JavaScript, DHTML, SQL, Java Technology.
- I was worked on C# ASP.NET Application.
- Responsible for analysis design implementation and deployment of code.
- Develop the pages and set up using C# ASP.NET  involved in the analyzing requirement of the end user
- Also I was taking session about RDMBS technology.

| **Certification Course** | |
|---|---|
| I.    Course Name | Diploma In JAVA Technology |
| Institute Names | Rajesh Patkar Institute (Malad-West) Branch |
| Month and Year | August-2010 |
| II.    Course Name | C Programming and RDBMS system |
| Institute Name | St.Angloes Computer Institute |
| Month and Year | October-2007 |
| III.    Course Name | C++ Programming |
| Institute Name | St.Angloes Computer Institute |
| Month and Year | October-2007 |

**QUALIFICATION**

**School & College Level:**

1. Degree          - BSc IT
   Year            - June 2010.
   Class Obtained- 1I$^{nd}$ class (52%)

2. Degree          - Higher Secondary Certificate **(H.S.C.)**
   Year            - June 2006
   Class Obtained- 2st class (58%)

3. Degree          - Secondary School Certificate **(S.S.C.)**
   Year            - June 2004
   Class Obtained- 1st class (68%)

## COMPUTER PROFICIENCY

- Advance Excel

- GUI (Graphical User Interface)

- RDBMS:-SQL Server 2005

## PERSONAL DETAILS

Date of Birth                          : - 03$^{th}$ August 1988
Birth Place                            : - Mumbai, Maharashtra
Nationality                            : - Indian
Languages (Spoken and Written)         :- English, Hindi, Marathi.
Material Status                        : - Married.
Hobbies                                : - Listening Music, Yoga.
Gender                                  : - Female

DATE:-_____                              Ms.ANITA KISHOR KEDARE

Place: - MUMBAI