

## Resume



### MANISH GUPTA

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## CAREER OBJECTIVE

“To work with an organization where I’ll be able to contribute to the growth of the organization and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me to build a strong and successful career.”

## ACADEMIC QUALIFICATIONS

- B.Com From Delhi University
- 12<sup>th</sup> From U.P. Board
- 10<sup>th</sup> From U.P. Board

## COMPUTER SKILLS

- Basic Knowledge of Computer (Ms-Office, Internet skills)
- Advanced MS-Excel (use of V-lookup, H-lookup, Pivot Table, Pivot Chart, “if” condition, Conditioning, formatting, Hyperlink, Macros, sum, count, clip chart, data consolidate, dated, data validation, data analysis, Protection file, Track changes, Grouping etc.)
- Presentation (PPT)
- Tally
- Busy

## EXPERIENCES

- 2 years working experience in B.S. Engineers as a **MIS EXECUTIVE** since 01/07/2014 to 31/08/2016 date.
- 1 year working experience in Retail Management Consultant ADANI WILMAR LTD (FORTUNE) as a **MIS EXECUTIVE** since 01/09/2016 To 16/09/2017.
- 1 year working experience in Australia Technical Management College Business Processing PVT LTD.. as a **MIS EXECUTIVE** 17/01/2018 to 15/02/2019.

### Roles & Responsibilities:-

1. *Handling and maintaining clean data records*
2. *Preparing reports (scheduled) as per business requirement*
3. *Comprehensive data analytics (in excel) and presentation of the analysis (in ppt format) as per business requirement*
4. *Accurate and timely reports to be published*
5. *To keep the report data bank ready for any requests received from time to time.*
6. *Reports/dashboard generation / Publishing– Daily / Weekly / Monthly*

7. *Coordinating with Operations and other support groups*
8. *Provides insight on highlights /challenges as input for course correction*
9. *Satisfies client requirement from reporting perspective*
10. *Client interaction to understand and review requirement.*

## **Australia Technical Management College Business Processing PVT LTD (Roles & Responsibility):-**

- *Prepare Master Data of commission Payment Report on Weekly basis of all Unit.*
- *Prepare Top Performing Agents for Fed. Uni. Students from Across the Globe Monthly basis.*
- *Prepare Top Performing Agents for Fed. Uni. Students from Australia Monthly Basis*
- *Make pivot sheet of Master file of commission payable on daily basis .*
- *Prepare Top Performing Agents for Fed. Uni. Students from India monthly basis*
- *Prepare Top Performing Agents for Fed. Uni. Students from Nepal monthly basis.*
- *Prepare Top Performing Agents for CDU Students from Across the Globe monthly basis.*
- *Prepare Top Performing Agents for CDU Students from Australia monthly basis.*
- *Prepare Top Performing Agents for CDU Students from India monthly basis.*
- *Prepare Top Performing Agents for CDU Students from Nepal monthly basis.*
- *Prepare Top Performing Agents for USC Students from Across the Globe monthly basis.*
- *Prepare Top Performing Agents for USC Students from Across the Australia monthly basis.*
- *Prepare Top Performing Agents for USC Students from Across the India monthly basis.*
- *Prepare Top Performing Agents for USC Students from Across the Nepal monthly basis.*
- *Prepare Top Performing Agents for USC Students from Across the Bangladesh monthly basis.*
- *Verify agent invoice with master file commission payment.*
- *Make fee report file in quarterly basis.*
- *Prepare Country Wise Analysis for All 3 Universities monthly basis.*
- *Prepare Top Performing Agents for Fed, CDU & USC Students from Across the Globe monthly basis.*
- *Co-ordination with marketing team to provide Invoices and fee .*

## **Professional Qualification:-**

- Tally ERP.9

## **STRENGTHS**

- Good Communication Skills.
- Positive Attitude.
- Punctual

## PERSONAL DETAILS

Date of Birth	:	05-Jun-1995
Marital Status	:	Single
Father's Name	:	Mr. Rajneesh Kumar Gupta
Gender	:	Male
Nationality	:	Indian
Language Known	:	Hindi, English
Hobbies	:	Playing Video Games

## DECLARATION

I hereby declare that all the information given above is true to the best of my Knowledge.

**Date:**

**Place:**

**(MANISH GUPTA)**