

RESUME

ANITA KEDARE

Current Address:
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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 - MIS Analyst.

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 Queries 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	<u>Diploma In JAVA Technology</u>
Institute Names	Rajesh Patkar Institute (Malad-West) Branch
Month and Year	August-2010
II. Course Name	<u>C Programming and RDBMS system</u>
Institute Name	St.Angloes Computer Institute
Month and Year	October-2007
III. Course Name	<u>C++ Programming</u>
Institute Name	St.Angloes Computer Institute
Month and Year	October-2007

School & College Level:

1. Degree - BSc IT
Year - June 2010.
Class Obtained- 1Ind 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