

ASHA V A

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Objective:

To seek a better opportunity in your esteemed organization and to make my career under your directional approach and enthusiastic guidance of your organizational team, This will make me a part of your management. I wish to continually learn and attain the job satisfaction by the optimum utilization of my qualifications and experience or contribute towards the objective and growth of the organization.

Area of Interest:

- **MIS Analyst**
- **Reporting Analyst**
- **Procurement**

Professional Experience:

- Having **4+ Yrs.** Of Experience in procurement and MIS Executive.
- Ability to grasp new technical things quickly.
- Good knowledge in Negotiations
- Extensive experience with Create Pivot tables and Reports.
- Excellent skills in Microsoft Office Suite (MS-Excel, MS Power Point & MS-Word).
- Good communication (verbal and written).
- Good knowledge in making presentations (PPTs).
- Having good knowledge on making Dashboards.
- Good Academic qualification.

Educational Qualifications:

Name Of University	Qualification	Passing Year
Government High School (Yalahanka)	SSLC	2006-2007
Acharya Pre University Collage	PUC	2007-2009
Bangalore University	MBS(Masters Of Business Studies,5 Years Integrated)	2009-2014

Technical Skills:

Operating Systems : Windows XP/7

Tools: Ms office (Excel , Outlook , Word),Oracle, CORMsquare

Work experience:

- Working as a **Sr, Procurement executive &(MIS Executive)** for **Myntra Designs Pvt Ltd, Bangalore** from November 2017 to Jan 2019.
- Working as a **Procurement executive &(MIS Executive)** for **Champion InfoMetrics Pvt Ltd, Bangalore** from June 2015 to November 2017.
- Working as a **MIS Executive** for Kotak Old Life Insurance, **Bangalore** from August 2014 to June 2015.

Roles and Responsibilities:

- Receiving and downloading data from different - different sources such as **Oracle, CORM square portal**.
- Create Purchase order as per approved budget
- Closing up to 5lkh, Transactions
- Clarifying vendor issues, and maintain the vender data base,

- Closely working with oracle integration process (Purchase integration , Vendor integration)
- Working With vendor management
- Creating and updating Monthly **report** in Dashboard and Share **MIS** Dashboard to the Flip kart.
- Handling multiple reports, working with, pivot tables & pivot charts, and various other excel sheet components for accurate data.
- Ensure deliverables (Daily, Weekly & Monthly MIS Reports & Quarterly Dashboard)
- are prepared to satisfy the management requirements cost and schedule.
- Excellent in MS Excel (**Hlookup, Vlookup, Sumif, Pivot Table & PivotTable Chart etc.,**)
- Keep the General Manager & Senior manager informed of task accomplishment, issues and status.
- Making **Advanced presentation** in MS PowerPoint to present MIS & other related important reports

Personal Profile:

Date of Birth	:	14.9.1992
Sex	:	Female
Father's Name	:	Adinarayanappa
Nationality	:	Indian
Languages Known	:	English, Telugu,kannada.

Present Address :Happy Homes ladies PG 3rd Cross Vinayaka Nagar, Kttigenahalli
Yalahanka , Bangalore,Pin code: 560062.

Declaration:

I declare that the above mentioned details are accurate to the best of my knowledge.

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