

Gaurav Kedar

Email: gauravkedar21@gmail.com

Mobile: +91 7000654138, +918109138533.

PROFESSIONAL ABRIDGEMENT

- ✓ Almost 4+ years of experience in MIS (managing & formatting of data). Seeking a challenging and successful career in MIS and database to enhance my technical knowledge and skill that I have gained through my experience.

Primary skills / Expertise:

- Experience with MS Excel, Word, Power point, SQL.
- Able to manage own time and that of team members.
- Skilled at evaluating proposed graphical user interface.
- Problem-solver able to learn new concepts quickly.
- Hindi and English Typing.

CAREER CONTOUR

EGIS India Consulting Engineers Pvt. Ltd.

May 2017 - Present

Project Name: PMAY (Pradhan Mantri Awas Yojna). Govt. of India

Designation: Jr. MIS Executive.

Current Location: Burhanpur Municipal Corporation, Burhanpur (M.P.)

- Handling written and business correspondence, prioritizing correspondence (letters, memos and emails) Responsible for safe keeping of all correspondence records
- Generate all activity reports monthly
- Monitoring back office operations (Data entry) activity.
- Monitoring project reports.
- Prepare quarterly progress report and submit the same to SLNA (State Level Nodal Agencies) through ULB.
- Set up systems for measuring and monitoring and reporting progress of the projects.

Cyscape Global Technosoft Pvt. Ltd. Bhopal.

05 Dec 2016 to 20 May 2017

Project Name: ABPAS (Automated Building Plan Approval System) Govt. of M.P

Designation: Technical Support Executive.

Job Location: Burhanpur Municipal Corporation, Burhanpur (M.P.)

- Provides support services to clients in terms of troubleshooting problems, identifying and correcting technical issues.
- Providing advice on infrastructure related upgrades and improvements.
- Monitoring and maintaining the computer systems

Stesalit Systems Ltd., Kolkata

01 June 2015 to 30 Nov 2016

Project Name: MPUIIP (Madhya Pradesh Urban Infrastructure Investment Program) Govt. of M.P

Designation: MIS Exe.

Job Location: Burhanpur Municipal Corporation, Burhanpur (M.P.)

- Generate all activity reports monthly Monitoring back office operations (Data entry) activity.
- Monitoring project reports.
- Collect the data & requirement of the client and report to the divisional office.

SCHOLASTICS

- **MCA** , 67 % in June 2016 - RGPV, Bhopal.
- **BCA** , 61 % in June 2012 -DAVV, Indore.
- **Higher Secondary Examination (Science)**, with 67% in March 2008 - MP Board of Education, Bhopal.
- **High School Examination**, with 70% in March 2006 - MP Board of Education, Bhopal

PERSONAL FORTE

Father's Name: Mr. Shrikrishna Kedar.
Date of Birth: 21st April 1990.
Nationality: Indian
Marital Status: Married
Language Known: English, Hindi, Marathi.
Hobbies: Exploring new things, Listening Music .

DECLARATION

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Place: Burhanpur

GAURAV KEDAR