**Name**

**Mobile**:\*\*\*\*\*\*\*\*\* E-mail

**Challenging assignments in MIS and Back Office Operations**

**PROFESSIONAL SUMMARY**

* Over 2 years’ experience in MIS generation, Client Servicing and Back Office Operations with well-known organizations in the ITES and IT sectors
* Well versed with the day-to-day usage of Advanced MS Excel as well as shortcut keys used in MS Office 2007 , 2010 and later versions
* Have designed and generated reports for functions such as sales, work-in-hand, client data, sales data, product development data etc.
* Team player with strong analytical, organizational and interpersonal skills.

**WORK EXPERIENCE**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* since Feb’19

**Executive – MIS, \*\*\*\*\*\*\*\*\*\***

**Key Result Areas**

* Creating and maintaining reports in MS Excel with focus on serving as a single-point source of information for daily business activities
* Generating reports basis requirements of senior management
* Collating client data and updating inventory on a daily basis
* Furnishing day-to-day analysis of MIS Reports to facilitate effective decision making by management

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Jan’18 – Feb’19

**MIS Executive**

**Key Result Areas**

* Please mention in brief

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Nov’09 – Dec’10

**EDUCATION**

* Currently pursuing MBA Information System Management from \*\*\*\*
* B.Sc. from Dr. B. R. A. University, Agra in \*\*\*\*\*

**IT CERTIFICATIONS**

* Diploma in Computers from \*\*\*\*\*\*\*, Noida
* PDCAP (Professional Diploma in Computer Application and Programming) from \*\*\*\*\*

**IT SKILLS**

Proficient with Advanced Excel. Conversant with VBA, MS Access; basic knowledge of SQL.

**PERSONAL DETAILS**

Date of Birth: \*\*\*\*\*\*\*\*

Present Address: \*\*\*\*\*\*\*\*\*\*

Languages Known: Hindi & English