Name

MIS Executive

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|  | +91 \*\*\*\*\*\*\*\*\*\*\* |
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### SKILLS

Organizational, oral/written communication, interpersonal, analytical, and problem resolution skills.

- Unparalleled skills in Microsoft Excel and PowerPoint.

- Comprehensive problem-solving abilities.

### AWARDS & ACHIEVEMENTS

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**COMPUTER PROFICENCY**

-Knowledge of Outlook.

-MS Excel, MS word, MS Power Point, MS Access

-SQL

**OBJECTIVE**



Seeking a challenging position in a professional organization offering an opportunity for growth where I could use my knowledge & experience to add value to the work performance of the organization.

 **CAREER SUMMARY**

June 2020 - Present *\*\*\*\*\*\*\*\*\*\*\**

**MIS EXECUTIVE**

**\*\*\*\*\*\*\*\* LTD**

**MIS EXECUTIVE**

- Created database reports for management evaluation

-Generate timely and accurate reports for analysis. Handling the back end operations works

- MIS reporting by using MS Excel at Operational level. Preparation of various **MIS**

-Preparing MIS on Daily / Weekly & monthly Basis.

- Generating & maintaining day to day MIS Data and updating the management.

**PERSONAL SKILLS**

- Strong analytical thinking, problem solving, creativity.

- Proactively working as a member of a team.

- Ability to work under pressure. Excellent problem resolution skills.

- Able to work in a multi-disciplined team that includes designers, developers, consultants, and Project Managers.

- A keen approach to learning. Skilled at handling documentation.

- Learning new technologies and keeping abreast of market developments.

- Ability to grasp technical concepts quickly and easily.

** EDUCATION**

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 **PERSONAL INFORMATION**

**Birth Date**

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### Nationality

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**Permanent Address**

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