

Tinkal

MIS Executive / Data Analyst / Document Controller, Currently in Huawei Technologies.



Baljeet Nagar, New Delhi-110008



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Objective

To work in a challenging atmosphere which provides ample growth and gaining wide experience in reputed, established and esteemed organization.



Skills

- Solid leadership skills bringing out the best in MIS teams.
- Expert in **Advance Excel**, Shortcuts keys and formulas- **VLOOKUP, HLOOKUP, Pivot Table, Sum Function, If Function, Conditional Formatting, DATA collection, VBA & MACROS, Data Sorting, Match function, Count IF, Data Validation, Remove Duplicates, Concatenate, MIS Reporting.**
- Interpretation of **Data Analytics** and report generation.
- I have good experience in understand Raw Data & convert it into presentable Data.
- Proficient in Advance Excel, VBA & Macros, Wordpress, HTML, SQL & now learning Python.
- Organize and maintain office filing system and expert in back office.
- Analytical approach to challenges and excellent organization capabilities



Work History

July'17 – March'21

Supervisor Production Planning/Management Information System Executive

Thomson Press India Ltd. Faridabad, Haryana

- Worked directly with printing production personnel to resolve production scheduling issues and conflicts.
- Provide Date of Delivery to the Customer after client approval.
- Maintained complete database and daily/weekly/monthly reports such as intimations received, closures reports and feedback reports.
- Provide daily, weekly and monthly data to the management and to CEO.
- Follow up with the team to provide data on regular basis.
- Follow up for the entire planned job for on time process.
- Responsible for providing a Deviation Report to the management to conduct meeting with floor to know the actual reason of deviation.

- Planned and led administration of Management Information System for achieving threshold-level performance.
- Use Throughput Management System (software used in company) to generate various reports and give to the management when they required.
- MIS reports on operational metrics, conduct data and business analysis and present summary of findings to management in a clear, concise, convincing and actionable format.
- Daily analyze running late jobs in daily meeting with Plant Head.
- Submission of routine periodic MIS reports/ Data reconciliation process.

March'21 – Current **Data Analyst and Document Controller Engineer**

Huawei Technologies India Pvt Ltd. Gurgaon, Haryana

- Appoint as a Group Leader in first project, for Purchase Order Clearance.
- Extract Raw Data from system and after visualize, provide it to management.
- Maintained complete database and daily/weekly/monthly reports such as intimations received, closures reports and feedback reports.
- Provide daily, weekly and monthly data to the management.
- Follow up with the team to provide data on regular basis.
- Responsible for PAC & FAC billing for every month.
- Responsible for clearance of Goods Receipt, after digging Raw Data.



Education

2014–2016	Bachelor of Commerce from School of Open Learning- Delhi University
2012	Passed 12 th Intermediate from C.B.S.E
2010	Passed 10 th Matriculation from C.B.S.E



Achievements

- I have awarded by my college as second most top student of the department in 2017.
- I have complete my training in First Aid in Thomson Press and got a certificate from Red Cross Society.



Computer Proficiency

- Operating Systems- Windows 7, 8 & 10. MAC OS. UBUNTU. Linux Intermediator.
- Environment- Windows and Internet
- Handy Software's:- MS Office, MS Excel, MS PowerPoint, Anaconda, Corel Draw, Adobe Photoshop, Kali Linux Data Minor, Tally ERP 9, Adobe Premier pro, Camtasia, Wifi Slax, Wire Shark, Trade Tiger & Eager to learn more.



Hobbies

- Listening Music
- Internet Surfing
- Equity Trading



Personal Dossier

Father's Name:- Mr. Lakhvinder Singh

Mother's Name:- Mrs. Amanpreet Kaur

Date of Birth:- 2nd February, 1995

Languages:- English, Hindi and Punjabi