

A highly organized and hard-working individual looking for a responsible position to gain practical experience. Intent to build a career with leading corporate environment with committed and dedicated people which will help me to explore myself fully.

Work History

2016-07 - 2020-05	<div><div>MIS Executive</div><div><u>Blackberrys Menswear (Mohan Clothing Co. Pvt. Ltd)</u></div><div><ul style="list-style-type: none">• Creating MIS reports & working on budgetary tool on weekly & monthly basis. (Region wise, Store wise & channel wise)• Coordinating with pan India vendors for Billing & Payments on corporate level.• Processing & Cataloguing Purchase orders for all pan India vendor as per store requirement & maintaining their records.• Handling all pan India stores Material Request like – Hangers, life in-store props & Mannequins dispatch as per store requirement & maintaining their records.• Collecting All Staff uniforms data from Regional managers & dispatch from warehouse on pan India stores for all channels & maintaining stock inward or outward records.• Handling all outstation employee queries, billing, payments & share updated ledger on weekly basis.• Work with commercials department for new vendor Registrations, costing, Biding & comparison closure for pan India vendors.• Creating Goods return report on monthly basis.</div></div>
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SUSHAIN KHURANA

MIS (MANAGEMENT INFORMATION SYSTEM) Executive

Contact

Address

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Subhash Nagar, Near Pacific
Mall ,New Delhi, 110027

Phone

+919560782963

E-mail

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Skills

- Daily & weekly activity reports
- Budgeting
- Vendor Management
- Data Cleansing/Analysis
- Warehouse Management
- Software Management(ERP)
- Travel Ledger
- Inventory Management
- Administration/Back office

2014-11 -
2016-07

MIS Executive
Jabong.com (Xerion Retail Pvt. Ltd)

- Contributing to prepare report like Daily APR Shrinkage, Real Time Dashboard, Call disconnection, Toggling Report.
- Maintaining Dashboard Weekly, Monthly and Quarterly.
- Checking payment link and Invoices for the customers.
- Create all Vouchers for customers.
- Maintaining sale conversion & Retentions calling report on daily basis.

Education

<u>2010</u>	10th <i>C.B.S.E - New Delhi</i>
<u>2012</u>	12th <i>C.B.S.E - New Delhi</i>
<u>2015</u>	B.A. Programme <i>Delhi University - New Delhi</i>
<u>Pursuing</u>	PGDBA <i>Symbiosis Distance Learning - New Delhi</i>

Personal Details

DOB :12th Jan 1994
Nationality : Indian
Religion : Hindu
Sex : Male
Marital Status : Unmarried
Hobbies : Movies, Cricket & Volley Ball
Language : English, Hindi & Punjab