Payal Gupta MIS Executive

Accomplished MIS Executive adept at setting technology goals and implementing plans to achieve according to cost, schedule and quality requirements, Strong communicator, planner and problem solver. Bringing 1 Year of Event Management Industry experience.

And recently working in food production company where handling 50+ sales officers team, update daily follow up and reporting.

Work History

2019-03 to 2020-06

- 1. Shaan Admark Consultant PVT. LTD.
- Produced accurate files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.
- Responded to Emails and other correspondence to facilitate communication and enhance business processes.
- Worked with [Senior Accountant] to coordinate and complete special project for [DSOI NEW YEAR EVENT.]

2020-06 to Till date

- 2. Rishab Global Industries Pvt. Ltd.
- Maintain daily sales officers reporting and All MIS work.
- Update Daily sales report sheet and stocks, also update attendance.
- Daily follow up of sales officer's team.

• Education

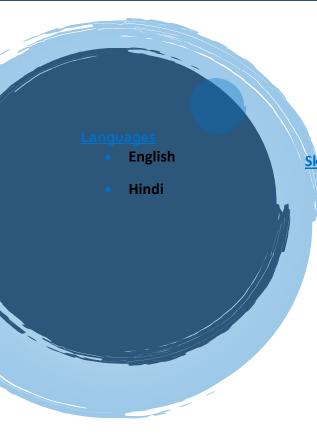
2016-06 Completed 12th from N.P. Co-ed Sr. Secondary School, Delhi 2019-07 Bachelor of Arts: B.A PROGRAMME

• Pursuing POST GRADUATION in [Political Science], From IGNOU.









Skills

- MAIL HANDLING
- 26 WPM Typing Speed
- MS Office
- Tally ERP 9 & Gmail

