



Ravi Shekhar Mishra

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Website, Portfolio, Profiles

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Professional Summary

Accomplished MIS Executive adept at setting technology goals and implementing plans to achieve objectives according to cost, schedule and quality requirements. Strong communicator, planner and problem-solver. Senior-level IT Executive with 5 years of complex program management and product development experience to support IT operations. Background in successful IT implementation and presentation to key stakeholders. Successfully coordinates project work to mitigate risks and solve technical issues while providing IT budget oversight.

Skills

- Management Information Systems expertise
- Cybersecurity
- Data Mapping
- Productivity assessments
- MIS
- Business intelligence tools
- Report generation
- Firewalls
- Time tracking
- Performance Management

Work History

01.2021 - Current

MIS Executive

Regal Kitchen Foods Limited - New Delhi, India

- Configured and implemented IT initiatives to produce measurable business value.
- Tracked expenditures, schedule and IT systems performance progress in Google Workspace.
- Built agile and responsive teams to maintain cloud-based and stand-alone systems.
- Managed sales, operational data and software solutions to align with company strategic vision.
- Influenced and directed IT infrastructure to drive key business strategies and processes.
- Applied emerging technology knowledge to achieve key business objectives.
- Liaised with executive leaders to solve operational and workflow issues to reduce breakdown in data communication.
- Produced tables, pivot reports and charts for use in key decision-making processes.
- Used Pebbly, Marg etc. to input, analyze and model data.

02.2012 - 12.2020

- Determined data retention parameters based on organizational requirements.
- Generated reports.
- Managed IT capital budget to measure and monitor fixed asset proposals

Administrative Assistant

Guru Gobind Singh Indraprastha University - New Delhi, India

- Created PowerPoint presentations for business development purposes.
- Managed Access databases converting complex data into easy-to-interpret data.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Offered office-wide software support and training, troubleshooting issues and optimizing usage.

Education

05.2012

Bachelor of Commerce, Accounting, Delhi University (SOL) - New Delhi

Certifications

- Certified , XL Academy - [1 Year](#)

Languages

Hindi

 Bilingual or Proficient (C2)

English

 Advanced (C1)

Hobbies

I like to spend my days taking nature walks, exploring the countryside and just relaxing in the great outdoors.