Manoj Kumar

DATA ARCHITECTURE & MANAGEMENT ANALYTICS

CONTACT

9540514023
Manoj3334@gmail.com
Faridabad, Haryana

EDUCATION

Bachelor of Computer Application
IMT, Faridabad.
Completed With 63% From
Maharshi Dayanand University, Rohtak
2012–2014

Master of Computer Application
DAVIM, FBD
Completed With 72% From
Maharshi Dayanand University, Rohtak
2009–2012

SKILLS

- Business Process Improvement
- Project Management
- Open Communication With All Department

TECHNICAL SKILLS

Database:- T-SQL, SQL Server20008, MS-Access, Excel 2016, Google Spreadsheet
Office:- MS Office 2016,365, G-Suit.
Web Technology:- HTML5, Bootstrap 4
Programming Language:- C, OOPS
Operating System:- Windows XP/7/8/10
Hardware & Networking: - Beginners

PERSONAL DETAILS

Name of Father	Shri Gopal Kumar
Date of Birth	6th Jan'1989
Nationality	Indian
Marital Status	Married
Language	English, Hindi

PROFILE

Enterprise Data Architecture & Management Analytics Professional with more than **5 Year** of experience Specialized in **Data Governance** for IT & Manufacturing Industries. I can implement effective Database management System.

PROFESSIONAL EXPERIENCE

Data Management Executive
First Responders Pvt. Ltd. | Faridabad, Haryana | 15 Sept'2018-Continue

- Update departmental operating process and database to accurately reflect the current practice.
- Developed and create a more effective Store Management System to accelerate the store data.
- Validate the root causes for a range of problems identified through research and data analysis of pattern of raw data: recommended solution to reduce duplicate in manual data uploading/input.
- Collaborated with purchase and production manager to resolve the issue of store and production management system.
- Monitoring and analysis preparation data make necessary correction to optimize accuracy.
- Remotely analysis rain gauge data to ensure proper functionality.
- Technology used for Database Management Google sheet, Google form, App Script, Google Site.
- Design and Developed the Cloud Application Software: **Checklist Management, Store Management System** and **Production Management System** and **Management Information System** with the help of **G-Suit** (Google App Script, Google Sheet, Google Form, Google Site, T-SQL)

CCE CUM- MIS
Navigant Technologies Pvt. Ltd. | Gurugram, Haryana | March'2014-Nov'2016

- MIS Reporting by using MS-Excel Generate timely and accurate reports for analysis.
- Managing the monthly, weekly & daily call report in the Excel/Access through in depth analysis and produce the actionable information.
- Creating MIS/Dashboard report and presenting it to the concern department. Generating & maintaining day to day MIS data and updating to management as well as client (MCG).
- Extensive use of Advanced MS-Excel **(Aggregate function, Database function Lookup(), Hlookup(), Vlookup(), countifs(), sumifs(), Index(), Match(), Text Function, Offset() Pivot Table, Macro)** Excellent Familiarity with all Microsoft office application Strong Skills on maintaining accurate excel spreadsheet. Sound ability to coordinate with other technical staff.
- Keep records of citizen interactions or problem, recording details of inquiries, complaints, or comments, as well as actions taken.
- Attain the inbound call and assist to the citizen for his enquiry about previous complaint and new information regarding this. And give the satisfactory information to the citizen for his query.

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PROFESSIONAL EXPERIENCE

Database Officer
DPS UDYOG Pvt. Ltd | Delhi, India | Aug'2013 to Mar'2014
Project-Store Management Software

- Installation & Configuration of SQL Server 2005/8R2 Enterprise Edition.
- Designing & deploying databases for various front-end applications. Creation of Logins, Roles and granting rights.
- Design and develop DTS Packages for various data movement tasks.
- Checking Stored Procedures for optimal performance.
- Index creation and maintenance.
- Carry out BCP activities for development team.
- Backup and restore on daily, weekly and monthly basis of SQL. Performing sensitive DMLs as and when required. Performing End Of Day (EOD) Activities For All Projects

Software Support Executive
Gaba Software Pvt. Ltd | Faridabad, India | July'2012 to July'2013
Project- (Paysoft,GabaAcc, Tredex, Cheque Printing, Petrol Pump)Software

- Diagnose and troubleshoot Software issues, including account setup and network configuration also provide the solution over phone , email, Team viewer.
- Ask customers targeted questions to quickly understand the root of the problem
- Track computer system issues through to resolution, within agreed time limits
- Talk clients through a series of actions, either via phone, email or chat, until they've solved a software issue.
- Properly escalate unresolved issues to appropriate internal teams (e.g. software developers)
- Provide prompt and accurate feedback to customers
- Administration of SQL databases.
- Refer to internal database or external resources to provide accurate tech solutions
- Ensure all issues are properly logged
- Prioritize and manage several open issues at one time
- Follow up with clients to ensure their software systems are fully functional after Support.