

MIS Engineer / VBA Programmer / Data Analyst / Database Developer / Network Engineer

A competent professional with over 9+ years of experience in data analysis and report generation with ERP SAP support and network coordinator. Work along with various data manipulated forms to cater the need of business strategy making. And Handling Database of the organization.

Certification:

IBM Mainframe Certification from Maples Institute, Pune in 2010 . Trained in Cobol, Database Management, Data Analysis, JCL.

Key Competencies:

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|-----------------------|--------------|-----------|--------------|
| ○ Predictive Modeling | Pivot Tables | MS Access | Excel Macros |
| ○ Data Analysis | V-Lookup | Power BI | SAP Hana |
| ○ MS-Excel | VBA | SPSS | SQL Queries |

VBA Coding:

Created various sheet using VBA code in excel for automation purpose to minimize laborious work and work smartly. Prepared sheet for calculation , conditional data , formatting various columns , userforms to name few.

Experience:

Magnum Group Jabalpur **Sep 2019 – Feb 2020**

Data Analyst

Working as data analyst for client Electricity Board , MP to handle all the data of their call center regarding complaints. Created various automations and macros using VBA and Maintaining the database of the organization.

Key responsibilities:

- Working with operation team and prepare daily reports as the requirement.
- Meeting with client and tackle their needs and requirements as and when required.
- Prepare daily reports and share with all stakeholders.
- Work for automation wherever possible to minimize laborious work.
- Created Functions & Subroutines using VBA
- Automated various daily tasks like data validation , formatting , calculations , summary tables
- Daily updating the DB of the system , taking backups.
- Used different functions & methods in VBA like Range , IF condition , For next , Date , MsgBox
- Supporting operation team for call center task with all S/W as well as H/W issues
- Training team with various IT related issues

Tata Communication Bhopal May 2018 – July 2019
Engineer, Offrole

Working experience as a MIS Engineer ERP SAP updation on daily basis for Tata Communication (Telecom vendor) at Bhopal location .

Key responsibilities:

- Working in team for Creating daily reports , update and maintain tracker on daily basis.
- Coordinated with field teams for smooth completion of tasks.
- Dealing with sub vendors , provide them material , taking follow ups , Billing task.
- Material management when and where required to field team from WH and update it into the ERP SAP.
- Doing GIS task of uploading data on maps and portals.
- Coordinating with corporate office and team for providing them data on daily basis.
- Support team with H/W & S/W issues and support in troubleshooting

A2Z Enterprise, Bhopal Aug17 – Apr18
Project Coordinator

Working experience as a Project Coordinator for A2Z Enterprises (Telecom vendor) for executing and handling all undergoing projects.

Key responsibilities:

- Working in team for Creating daily reports , update and maintain tracker on daily basis.
- Coordinated with field teams for smooth completion of tasks.
- Dealing with sub vendors , provide them material , taking follow ups .
- Material management when and where required to field team from WH.
- Support in all point to point connectivity of the network.
- Troubleshooting various network related issues for improving efficiency.

Nokia, Bhopal Jan -17 – July 17
Engineer Operations

Work as part of Operations and Maintenance division. My job include the monitoring and processing of daily operational data on day to day basis .

Key responsibilities:

- Design, develop and support various monthly / quarterly reporting
- Extraction and mining of data from the source MIS systems
- Ability to analyze the information to be able to present analysis to business
- Ability to understand the changing network needs, redesign MIS and analysis around the same
- Proactive involvement in the network and development of infrastructure required to support reporting and analysis
- Routine checkups and Backups of data of the system
- Analyze, communicate and deliver on high quality MIS in stringent timelines

Vodafone, Bhopal - Pune Jan -12 – Dec-16**Engineer Operations**

Work as part of Operations and Maintenance division. My job include the monitoring and processing of daily operation data on day to day basis provided network site operators. Created various automations and macros using VBA.

Key responsibilities:

- Design, develop and support various monthly / quarterly reporting
- Extraction and mining of data from the source MIS systems
- Handle all S/W & H/W related issues of the network and train the team as required
- Ability to understand the changing business needs, redesign MIS and analysis around the same
- Created Queries and SP for organizing the database.
- Automated various daily tasks like data validation , formatting , calculations , summary tables
- Shared knowledge to team members for VBA
- Used different functions & methods in VBA like Range , IF condition , For next , Date , MsgBox
- Support team with ERP SAP software for material management.
- Support quarterly business meetings and any analysis required by senior management
- Proactive involvement in the business and development of infrastructure required to support reporting and analysis
- Analyze, communicate and deliver on high quality MIS in stringent timelines

Cross Tab, Mumbai Jan 11-Dec11**Data Analyst**

Work as a data analyst in data processing team . My job include data cleaning, Quality checks , Designing tables as required by client .

Key responsibilities:

- Performing detailed analysis of data availability and corresponding ability/limitations to analytics.
- Data Cleaning, data integration & Installing and configuring the analytic s components of the solution.
- Developing predictive models based on customer requirements.
- Validating model performance and presenting model results to customers.

More Super Market, Pune July10 – Dec10**Store Trainee**

Worked as a store trainee in More Super Market. Managed various products of the store. Arrange all the products systematically on the shelf & stands. Helping out customers coming to the store. Updating Team leader about the requirements of the customer also with product requirements in the store.

Personal Profile:

DOB: 02 June 1985

Language Known: English, Hindi