

# 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 12<sup>th</sup> 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.

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### Languages

- English
- Hindi

### Skills

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

