

Raushan

MIS Executive

Contact

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📍 Vpo Wazirabad, Sec-52
Gurgaon, Haryana-122001

Hard Skill

MIS expertise
Productivity assessments
Data Mapping
Report generation
Onboarding
Business intelligence tools
Network Monitoring Software

Soft Skill

Time Management
Multitasking
Collaborator
Problem-Solving
Stress Management

Education Background

● J S University Sikohabad Uttar Pradesh
BCA
Completed in 2022

● Govt. Model Senior Secondary School
Wazirabad (Gurgaon) Haryana
12th
Completed in 2018

● Govt. Model Senior Secondary School
Wazirabad (Gurgaon) Haryana
10th
Completed in 2016

About Me

MIS Executive with 3+ years of experience in leveraging data-driven insights to optimize business processes, enhance reporting capabilities, and support strategic decision-making. Proficient in data extraction, analysis, and visualization using advanced tools and techniques. Adept at collaborating cross-functionally to identify opportunities for process improvement and drive data-informed solutions.

Professional Experience

MIS Executive
SUM DRISHTHI EDUCATION SOCIETY
2021 SEP – Present

Key Responsibilities

- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in accurate and timely manner.
- Develops MIS documentation to allow for smooth operations and easy system maintenance
- Provide strong reporting and analytical information support to management team.
- Analyze business information to identify process improvements for increasing business efficiency and effectiveness

Sales Executive
Ahi Reality Real Estate
2021 JAN – 2021 AUG

Key responsibilities:

- Outbond Calling Process
- Attend client in on Project Sales Office