



RAVI KUMAR PATEL

MIS Executive

PROFILE

An **MIS Executive** with experience in **sales and operations management** at Roasty Tasty Company. Skilled in **preparing sales reports, tracking promoter performance, managing dispatch records, and generating Performa Invoices (PI)**. Proficient in **MS Excel, Word, Google Sheets, and PowerPoint**, with a focus on accurate data management and team coordination.

CONTACT

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EDUCATION

Manipal University

2023 - Present

Bachelor of Computer Applications (BCA)

R.H.S Pahlejpur Siwan Bihar

2018 - 2019

10th (Matric)

R.H.S Pahlejpur Siwan Bihar

2019 - 2021

12th (Intermediate) - Science Stream

WORK EXPERIENCE

Pioneer Food Pvt Ltd Company

2024 - Present

- Design and manage **dashboards** to track sales and promoter performance.
- Prepare **daily, weekly, and monthly reports** for sales teams and management.
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- Monitor **promoters' activities** and generate performance reports.
- Maintain **dispatch records** for goods sent from the company.
- Create **computer-generated Performa Invoices (PI)** for order processing.
- Train **salespersons and promoters** on company processes.
- Proficient in **Advance Excel, MS Word, Google Sheet, and PowerPoint** for data management and reporting.

SKILLS

- Advanced Excel
- Report generation
- Daily dashboards
- Power BI
- Dashboard creation
- MS Word
- Power Point