



RAVI KUMAR PATEL

MIS EXECUTIVE & SALES COORDINATOR

CONTACT

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Jaipur, 302013, India

[Portfolio](#)

EDUCATION

2023 - PRESENT
MANIPAL UNIVERSITY, JAIPUR

- Bachelor of Computer Applications

2019 - 2021
R.H.S INTER COLLEGE PAHLEJPUR

- Science
- MARKS : 372/ 500

SKILLS

- Advanced Excel
- MySQL
- Power BI
- Management information systems expertise
- VBA programming
- Dashboard creation
- Team Coordination gen

LANGUAGES

- English
- Hindi
- Bhojpuri

PROFILE

Results-driven MIS Executive and Sales Coordinator with strong expertise in Advanced Excel and back-office operations. Skilled in data analysis, reporting, and problem-solving to support accurate decision-making. Excel in behind-the-scenes roles that require critical thinking, attention to detail, and process optimization. Experienced in training and mentoring employees, fostering collaboration, and driving productivity and revenue growth. Proven ability to manage MIS operations effectively while coordinating seamlessly with cross-functional teams.

WORK EXPERIENCE

Pioneer Food Pvt Ltd

2024 - PRESENT

MIS Executive & Sales Coordinator

- Produced tables, pivot reports, and charts to support key decision-making processes.
- Generated daily, weekly, and monthly reports covering sales performance and field salespersons' activities.
- Performed thorough data validation to ensure accuracy and integrity of business information.
- Improved reporting efficiency by streamlining data collection, analysis, and presentation of critical business metrics.
- Trained new employees on software tools and applications, enabling faster adaptation to roles.
- Maintained accurate sales records including contracts, proposals, quotes, and client communications.
- Managed dispatch records, purchase orders (MTP - Reliance, QCOM - Swiggy), and Proforma Invoices for smooth order processing.
- Coordinated gifting party orders during festivals to ensure timely processing and dispatch.
- Verified and reconciled client claims with sales and accounts teams, ensuring timely settlements and fostering long-term client relationships.

INTERESTS

- Data Analysis & Problem Solving
- Process Optimization & Automation
- Learning New Technologies & AI Tools
- Exploring new Technology and Innovation