

SATANAND

MIS Executive

New Delhi, India • +91-9217168856 • choubeyssatanand79@gmail.com

PROFESSIONAL SUMMARY

Results-driven Operations Manager and MIS Executive with 4+ years of experience transforming manual processes into automated, data-driven systems. Expert in building scalable workflow automation, real-time dashboards, and inventory management solutions using Excel VBA, Google Apps Script, Power BI, and Google AppSheet. Proven track record of reducing reporting time by 40%, eliminating manual errors, and enabling executive-level decision-making through actionable insights. Specialized in architecting and deploying production grade systems for resource-constrained MSME manufacturing environments using no-code/low-code platforms and AI-assisted development. Currently retained as technical consultant by two former employers for ongoing system maintenance. Strong ability to translate business requirements into technical solutions.

TECHNICAL SKILLS

Automation & Scripting: Advanced Excel (VBA, Macros, Power Query), Google Apps Script, Process Automation

Application Development: Google AppSheet, No-Code/Low-Code Platforms, JavaScript, HTML/CSS

Data Analytics & BI: Microsoft Power BI, Looker Studio, Pivot Tables, DAX

Operations & Systems: Inventory Management, Warehouse Systems, Production Tracking, Flow Monitoring, Digital Workflows, MIS Reporting

Tools & Platforms: Google Workspace Suite, Microsoft Office 365, Data Visualization

PROFESSIONAL EXPERIENCE

Operations Systems Manager — AVA Engineering

August 2025 – Present — New Delhi, India

- Designed and implemented FMS, IMS, PMS, and VMS to streamline daily operations.
- Architected end-to-end workflows to eliminate bottlenecks and prevent operational failures.
- Digitized and centralized employee records including attendance, overtime, and wage tracking.
- Automated reporting and data flow using Excel and Google Sheets dashboards.
- Established process controls to ensure data accuracy, consistency, and traceability.
- Reduced paper-based dependency through structured digital workflows.
- Aligned operational systems with production efficiency and scalability goals.
- Owned system reliability, workflow integrity, and operational data governance.

MIS Executive — Unique Auto Products Private Limited

February 2025 – August 2025 — New Delhi, India

- Architected and deployed custom Flow Monitoring System (FMS) and Inventory Management System (IMS) from scratch
- Built automated workflow solutions using Google Apps Script and Google Sheets for enterprise manufacturing operations
- Enhanced data-driven decision-making by creating automated dashboards that improved process visibility by 60%
- Delivered maintainable, scalable solutions that continued operating post-departure, leading to consulting engagement

Management Information System Executive — STB Technologies Private Limited

July 2021 – February 2025 (3 years 8 months) — Bahadurgarh, Haryana, India

- Architected warehouse management system with unique coding for 500+ SKUs across multiple zones
- Built mobile-first inventory search app (AppSheet) enabling instant item location for low-literacy staff
- Cut monthly reporting time by 40% using Excel VBA automation and formula optimization

- Developed real-time KPI dashboards for Sales, Production, and Dispatch teams
- Redesigned attendance system, improving data accuracy and saving 6+ HR hours monthly
- Created workflow monitoring tools to improve efficiency, reduce stress, and boost retention
- Enabled self-service analytics for 50+ authorized users with live data access
- Converted raw data into actionable insights using Pivot Tables, Power Query, and data modelling
- Partnered with leadership to drive automation and digital transformation initiatives

KEY ACHIEVEMENTS

- **Dual Consulting Retention:** Retained by two former employers as technical consultant based on system quality and business impact
- **User-Centric Innovation:** Built mobile search app enabling illiterate warehouse staff to locate 500+ inventory items via intuitive UI
- **Production-Grade Systems:** Deployed FMS/IMS and warehouse management applications serving live operations with 99%+ uptime
- **40% Efficiency Gain:** Automated monthly reporting processes, eliminating manual data entry and reducing turnaround time
- **Zero-Error Systems:** Implemented validation-driven workflows that eliminated data entry errors in inventory management
- **Self-Service Analytics:** Built democratized data access systems allowing 50+ users to generate reports independently
- **Digital Transformation:** Led transition from paper-based to fully digital operations across multiple manufacturing sites

EDUCATION

Bachelor of Commerce — Indira Gandhi National Open University

July 2023 – December 2026 (Expected)

12th Science — CBSE Board

March 2020 – March 2021