Shubham Jawalkar

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PROFESSIONAL SUMMARY

MIS Executive & Operations experience with over 2.5 years of experience combining focus on reporting, analytics, automation and team leadership and operational support. Skilled in transforming raw data into actionable business insights through Excel, and VBA automation. Adept at KPI monitoring, SLA tracking, campaign analytics, and delivering client-ready reports that drive process improvements and decision-making efficiency.

PROFESSIONAL EXPERIENCE

Candorworks pvt ltd   **April 2024 – Present**
Campaign Coordinator

- Designed and maintained Excel and dashboards to monitor campaign KPIs, SLAs, and ROI, enabling data-driven decision-making.
- Automated MIS reporting workflows using VBA and SQL, reducing preparation time by 40 minutes per report.
- Collected, cleaned, and analyzed campaign performance data to identify trends, optimize targeting, and improve ROI.
- Prepared client-facing reports and visual presentations for management review and campaign performance evaluation.
- Coordinated with cross-functional teams to ensure timely delivery of data to client portals and stakeholders.
- Monitored campaign timelines and ensured execution within deadlines while maintaining data accuracy and reporting compliance.

MIS Executive   **May 2023 – April 2024**
- Delivery reports as per client requirements, Data Analysis.
- Maintaining Campaign Wise tracker (Availability of Leads Count).
- Preparing lead delivery report as per client reporting format.
- Daily Activities & Updates on leads (In-house CRM).
- Works with Advanced Formulas & Functions, Conditional Formatting and Pivots.
- Having Knowledge of Advanced Excel, Basic VBA.
- Tracking, maintaining and updating daily lead generation.

SKILLS

- Data Reporting & Analysis: MIS Reporting, KPI/SLA Tracking, ROI Analysis, Data Visualization
- Tools & Technologies: MS Excel (Pivot Tables, VLOOKUP, Macros), Power BI, Microsoft Access, VBA Automation, PowerPoint
- Business Operations: Campaign Planning & Analytics, Client Reporting, Performance Dashboards, SLA Compliance
- Team & Process Management: Team Supervision, RAG Analysis, VOC Analysis, Workflow Optimization

EDUCATION

Savitribai Phule Pune University
Bachelor of Business Administration in Computer Applications   2022 - 2025
Maharashtra State Board
Higher Secondary Certificate (HSC)   2018 - 2020
Secondary School Certificate (SSC)   2017- 2018