**Address: 873/7 Govind Puri Kalkaji New Delhi**

**Contact: +919289494011**

**Email ID:** [**mishant1894@gmail.com**](mailto:mishant1894@gmail.com)

**ISHANT MAHI**

**MIS Executive & Data Analytics**

**PROFESSIONAL SUMMARY**

**Having good knowledge in MIS and Data Analytics, my objectives are to succeed in the corporate world without taking any short cuts, hold a responsible position in a well-run business, and favorably impact the expansion of the organization.**

**Skills and Learnings**

* **Excel**
* **Advance Excel**
* **Word**
* **Power Point**
* **MIS Reporting and Dashboard**
* **Power BI**
* **SQL**

**Education Qualifications**

* **B.A passed out from (Delhi University) in 2016**
* **12th Passed out from CBSE in 2012**
* **10th Passed out from CBSE in 2010**

**Certifications**

* **Certified as a Professional Executive from HighTech Solutions**

**Trainings**

**MIS Executive/Data Analytics from HighTech Solutions**

* **MS Excel - With smart formulas, utilities, report and Dashboard.**
* **MS PowerPoint - With good presentations.**
* **MS Word - Excellent document designing through MS - Word.**
* **Google Sheets - Shared excel - Multiple people can interact.**
* **MIS - Creating daily/Weekly/monthly/ Year reports and dashboard.**
* **Formulas - sum, count, avg, min, max, Sumif, Countif, Averageif,Sumifs, Averageifs, Vlookup - 5 types, Index, Index-Match, Index-Match-Match, Left, Right, Mid,**
* **Utilities - Pivot table, Charts, slicers, timeline, filter, data validation, import data.**
* **Advance Excel - Advance Formula, Macros, Developer Tabs-Option button, CheckBox, Combobox, Spin Button & scroll bar.**

**Personal Details**

**Name: Ishant Mahi**

**Father’s Name: Raju Singh Mahi**

**Date of Birth: 18th Nov 1994**

**Marital Status: Unmarried**

**Language Know: Hindi, English, Punjabi**

**Hobbies: Traveling & Sports**

**Summary**

* **Having expertise in excel based task like creating reports/dashboard and doing reports.**
* **Having knowledge of creating presentation as per business requirement.**
* **Having expertise in excel based formula to do smart calculation.**
* **Having good communication between all the stakeholders.**
* **Having expertise apply shortcuts and utilities of MS-office package to do task quickly.**
* **Having expertise in Power BI to automate the daily repetitive task.**
* **Learning SQL and Tableau to do deep analysis of a business.**

**Working Experience**

* **I Worked as MIS Executive & DEO with Ministry of Chemical and Fertilizers from 2017 to 2019**

**Declaration**

**Solemnly declared that given statements are correct in best knowledge and belief.**

**Dated:**

**Place: New Delhi**

**(Ishant Mahi)**

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