**RESUME**

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| **Name:-** | Rounak Pugalia |
| **Address:-** | Morna Market,Sector-35,Noida-201301 |
| **Mobile:-** | +91-9582599282 |
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### *Personal Overview*

* A Assistant manager with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner. Highly focused with a comprehensive understanding of **MIS Reporting** **& Management.** Boasting a consistent & proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance, all to tight time scales and within budget.
* Committed to identifying and implementing continuous improvements in the **MIS Reporting** **& Management**. Now looking for a new and challenging managerial position, one which will make best use of existing skills and experience and also further my personal and professional development.

### *Professional & Academic Qualification*

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| ***Degree*** | ***Passing Year*** | ***Board / University*** | ***Passing (%)*** |
| MBA(Finance) | Oct-14 | ICFAI University | 60% |
| B.Sc | Oct-10 | Anand Mohan College(Calcutta University) | 45% |
| Class XII | Jul-07 | West Bengal State Board(WBCHSE) | 65% |
| Class X | May-05 | West Bengal State Board(WBBSE) | 78% |

### *Core Competencies*

**MIS Reports Advance MS-Excel, MS-Access SAS**

**VBA,SQL**  **P2P,O2C Cycle**  **Data** **Reconciliation**

### Skills

* MIS
* MS Excel & VBA (Macro)
* SQL
* Data Analysis & Interpretation
* SAP(MM,FICO)
* SAS
* Trend & Variance Analysis

### *Career History*

**COMPANY NAME**:-GAURSONS INDIA PVT. LTD. (Mar 2015 to Present)

**Place:-**Greater Noida

**Post**- Assistant Manager

**Role & Responsibility:-**

* **MIS reporting** by using MS Excel & VBA (Macro) at Operational and Management level.
* Handling multiple reports, **working with formulae, pivot tables & pivot charts,** and various other excel sheet components for accurate data.
* Updating **Data Tracker and MIS Dashboard** on daily and weekly basis.
* **Preparing and analyze reports** & other statements with a view to apprise management of process operations and assist in critical decision making process by using MS Excel.
* **Data Reconciliation from ERP.**
* **Trend Analysis using Statistical Formulas** to make Reports.
* **Accurate Check of Documents** like Indent, Purchase Order (PO), GRN, Purchase Bill(PB),MRN, Invoice.
* Excellent **Team Management**-Handling the team of 20+ People.

**COMPANY NAME**- SHREE UDHYOG (Panchkula, Haryana)

**SUPPLY CHAIN OFFICER**  - Jan 2012 – Feb 2015

**Role & Responsibility:-**

* **MIS Reports**, Performed **Trend Analysis** of Data and Automation of reports.
* Monitoring Data management to keep accurate product, contract, pricing and invoicing information.
* Prepared **variance reports** such as Forecast vs. Actual sales.
* Working closely with suppliers and customers to improve operations and reduce cost.
* Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution.
* Negotiating contracts to reduce costs and achieve maximum efficiency.

### *Professional Experience*

**Purchase:-**

* **MIS Reports**
* **Internal Audits**.
* **Reconciliation** of Database & Stock Audit using ERP.
* Physical **Stock** **Audit**

**Supply chain:-**

* **Planning** of procurement, production, inventory control, logistics and distribution.
* Able to **Negotiating of rates** with local contractors.
* **MIS Reports.**
* **Physical Verification** of Stocks

**Management:-**

* Possessing creative **Problem-solving and Analytical Skills.**
* Highly effective motivator with **Strong Written and Spoken Communication Skills**.
* An ability to handle the pressures arising from having to meet **Deadlines and Targets.**
* Able to **Evaluate Complex Situations and Find Solutions** for them.

### *Computer Proficiency*

* SAP(MM,FI Module)
* MS-Office (Word, Power point)
* MS Excel(Pivot Table, V Look Up, H Look Up, Table, Macro, VBA)
* Knowledge of OS(Window XP,7,8),Oracle
* Tally-ERP, ERP (Far vision)
* Internet, Email
* SAS(Basic)

### *Personal Details*

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| --- | --- |
| **Date of Birth:** | 08th August, 1988 |
| **Father’s Name:** | Mahendra Kumar Pugalia |
| **Father’s Occupation:** | In Service |
| **Languages known:** | English, Hindi, Bengali. |
| **Sex:** | Male |
| **Marital Status:** | Single |

**Date**:- 08.01.2016 **Signature**:- Rounak Pugalia