**CURRICULUM VITAE**

**Ravi Bhooshan panday**

**Contact No-9335057019**

**Email Id- Ravibhooshanp14444@gmail.com**

**Add-Sharma Niwas Sector-63 NOIDA**

**Chijharsi,G.B Nagar 201301**

**OBJECTIVE**

Seeking a challenging position in a professional organization offering an opportunity for growth where I could use my knowledge & experience to add value to the work performance of the organization.

**CAREER SUMMARY**

MIS Executive

Indian Post Office at Maskanwa Branch on contract basis from Feb 2015 to March 2016 .

**Responsibilities: –**

* Generate timely and accurate reports for analysis. Handling the back end operations works.
* MIS reporting by using MS Excel at Operational level. Preparation of various **MIS**
* Preparing MIS on Daily / Weekly & monthly Basis.
* Generating & maintaining day to day MIS Data and updating the management.
* Implement and analysis data to create daily, weekly, monthly, and quarterly reports..
* Handling the Maskanwa Gonda Region Branch Daily Register & Consolidated Reports for Daily activity tracking & Analysis purpose..
* Ability to work for long hours and deliver results within reasonable timeframe to ensure internal client satisfaction.
* Dedicated to finishing projects by or even before the set deadline.

**PERSONAL SKILLS:-**

* Strong analytical thinking, problem solving, creativity.
* Proactively working as a member of a team.
* Ability to work under pressure. Excellent problem resolution skills.
* Work well as a member of a team & in isolation. Interpersonal skills and team-work ability.
* Able to work in a multi-disciplined team that includes designers, developers, consultants, and Project Managers.
* A keen approach to learning. Skilled at handling documentation.
* Learning new technologies and keeping abreast of market developments.
* Ability to grasp technical concepts quickly and easily.

MIS Executive

MTCS(Master Training & Consultancy Services)Bhopal M.P From10.May 2017 To March 2020

**Brief Project Profile: Handling Project MPHS(Revenue&PropertyTax survey )at Directorate of Urban Administration Development Madhya Pradesh Government**

**Responsibilities: –**

* Adding Data Entry in MPHS Form .
* Maintained the User Portfolio’s in Master database Software
* Maintained each transaction data entry in the Government Software.
* Update the KYC report in the Software database .
* Downloading Data from Our Government system Database & Ensuring timely delivery and accuracy of all reports.

**Educational Qualification: –**

* **HighSchool from U.P.Board PassedOut 2005**
* **Intermediate from U.P.Board PassedOut 2007From (Bio-group)**
* **Graduation“Politics,Hindi,Geography”from AwadhUniversityPassedOut 2010**

**Professional Qualification: –**

* **Advance Diploma in Computer Application [ADCA]**
* **Certificate course in Computer Accounting [CCCA]**