**RESUME**

**SK ALI AKHTAR ANJUM Skype Id: 9853679924/ali.anjum8**

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**Career Objective**

Seeking a position as a Coordinator with Lead Works utilizing extraordinary skills in strategic coordination in order to bring about project fruition. I would like to endeavour in an environment where I could make significant contribution to the organization while enhancing my skill further. In the long run to excel in the technical field with a challenging job so as to scale new heights of excellence and undertake new responsibilities with extra commitment.

**Summary**

* **6 +** years of functional experience in project coordination, team management & **Data Analysis & MIS Reporting**.
* Profound ability to interface and coordinate project scopes highly experienced in tracking and reporting on specific projects and assumed deadlines.
* Preparing **MIS report/ DATA ANALYSIS** and its graphical presentation.
* 3.4 +year of IT experience in Support of MS SQL SERVER 2008 R2/ 2005 for extraction and updating data and preparing MIS reports using Ms excel.
* In-depth knowledge of (DDL, DML), i.e. select, insert, update, delete and joins.
* Experience in reporting tools like **Tableau**.
* Experience in Installation of program in electronics chips and PCB boards android device flashing, IMEI flashing.
* Good communication, problem-solving, multi-tasking abilities and manage my team.

**Educational Qualifications**

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| --- | --- | --- |
| **Examination** | **Institute/University** | **Year of Passing** |
| 10th | B.S High school, jajpur (BSE) | 2001 |
| +2 Sci. | B.S higher secondary school, jajpur (CHSE) | 2003 |
| +3 Sci. | Baruneswar mohabidyalaya, jajpur (UTKAL University) | 2007 |
| **MCA** | **IMAGE, Bhubaneswar (Punjab Technical University)** | **2011** |

**Computer Exposure**

 **O.S :** Win XP, Enterprise Edition, Server 2003, Windows 8 & 10.

 **Application :** SAP Basis (Installation, security, Configuration & Maintenance).

 **Data Base : SQL SERVER 2005, 2008 R2**.

 **Tools : SAP BO, Tableau,** MP LAB, Gps Status & Tools, Biometric production,

GWtrackProduction & EMRI forms.

**Experience**

**3i- InfoTech consultancy ltd. JAN 2016 to Till Date**

**Role: Project Support Co-ordinator**

Working in as a Project support coordinator in the field of IT and **MIS** reporting.

**Job responsibility : -** Providing support in day-to-day activities to the project team, Bank A/c reconciliation, Regularly Mis report preparation on a proper formant or an ad-hoc format using advance excel, Coordinate with service provider to ensure uptime of IT infrastructure, coordinate with PMU to rectify any operational issues at the circle office, monitor project schedules, preparing progress reports, and liaising with key stakeholders & manage lower-level administrative support staff, meet deadlines, prioritize assignments and provide recommendations, support senior management as well as providing support to several managers simultaneously & preparing report. Co-ordinate & Manage Changes in the MIS database, streamline MIS reports and processes. Provide expert advice and technical leadership on all aspects of management information systems. Understand the data structure, data quality and determine data requirements for MIS and analytics.

**Communications Test Design India Pvt Ltd. JAN 2015 to July 2015**

**Role: Co-ordinator Cum Tech Support Eng.**

Same role and responsibility in **Zas Telesolution PVT. LTD** just taken over project by CTDI.

**Zas Telesolution PVT. LTD, Delhi JAN 2012 to JAN 2015**

**Role: Co-ordinator (GIS)**

Working as a project coordinator in the field of **SQL SERVER** Database (2008 R2) and android GPS Device, Biometric device and **MIS** reporting.

**Job responsibility**:-Working on SQL Server Database and Testing Android application, installation of apps, IMEI flash, Biometric flash, install & configuration. Manage project smoothly as my team size is 6 so I am the only person to manage all management work and moving various states within India as per the requirement of client. It Was a GIS project in which we use android device to locate the vehicle location, speed & fuel value in the server, I am reprogramming Biometric device software through MP Lab tool and changing android software in android Tablet and Flash its IMEI through IMEI flasher tool.

**Management work :** - 1st of all the rest work, I am checking stock count of the material, purchasing raw material from market and prepare devices like installing latest updated code to the biometric device and update latest android updates to the tablets and testing that devices in office, before sending to the field simultaneously maintain its record. Then I am preparing daily project planning weekly project planning and monthly planning for installation and complete work within the given time period. I am giving user level training to the field person. Extracting data from database and preparing daily, weekly and monthly report for online devices highest cases done by an ambulance average cases done by an ambulance. Sending Attendance, installation done and expense sheet of employee to H.O in daily and monthly basis. If there is any problem face at the time installation in field i am communicate there and try for solve from my end if it’s not solved, i am accelerate to senior. Attending daily meeting with client with all reports like online count no of installing done and pre installation planning.

**Trainings**

Sap Basis Training in live project at Hyderabad Version IT institute in 2011.

**Points for self**

 Self-motivated with a positive attitude.

 The ability to work in a team.

 Interested in exploiting my theoretical knowledge as practical knowledge.

 Willing to learn new advanced technologies.

**Strengths**

 Ability to motivate others.

 Organizational qualities, team-building abilities.

 Good negotiator.

**Personal Profile**

 **Father’s Name :** Mr SK Abdul Raquib

 **Date of Birth :** 4th FEB, 1986

 **Languages Known :** English, Hindi, Oriya & Urdu

 **Nationality :** Indian

 **Religion :** Muslim

 **Passport :** Available

 **Pan Card Number :** BLZPA1740E

**PRESENT ADDRESS**

**C/o - Mr SK Abdul Wali,**

**Plot. No - 7116/15,**

**Adimata Colony,**

**Near Sainik School,**

**Po - Mancheswar,**

**Bhubaneswar,**

**PIN-751017**

**ORISSA.**

**DECLARATION**

I hereby declare that all the statements made here are true to the best of my knowledge and belief.

**Place: Bhubaneswar SK Ali Akhtar Anjum**