**Pradip kumar Rav**

**Email: Pradeepravpkr@gmail.com**

**Contact: 7982580749**

**Experience in MIS: 3+ Years**

**Current Organization:**

Company: Resource Logistics Inc.

Location: 39 Milltown Road, Sector-01, Noida

Designation: MIS Executive.

Duration: 02nd May. 2019 to Till Date

**Professional Synopsis**

**Professional Summary:**

3+ Years' experience in making productivity-based report, analyzing data of staffing resources and helping our senior management to take decision so that our business keep running smoothly with higher productivity within budget range. Apart from business intelligence, I am also actively involved in creating awareness of ATS by providing end users training

• Responsible for Daily, Weekly, Monthly Performance Report of Recruiter

• Responsible for Submissions tracker

• Responsible for Weekly Account Manager Performance Tracker.

• Responsible for dashboard and various automated reports that represent the synopsis of performance, day to day activity and the revenue we are making.

• Responsible for Call reports to update/send on Daily/weekly basis to Sr. Management.

• Manage User, Move/ Add/ Change process in JobDiva002F(ATS)

• Deactivate user account

• Provide JobDiva access for user accordingly to requirement

• Create various type daily and weekly report as per requirement

**EDUCATION/TRAINING/CERTIFICATION:**

B.A. veer bahadur singh purvanchal University, 2015

12th from JKS inter college Azamagarh, 2012, (UP Board)

10th from JKS inter college Azamagarh, 2010, (UP Board)

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| **Resource Logistics Inc**. **02ndMay-2019 –Present**  **Role:-MIS Executive** |

**Responsibilities:**

Efficiently handling Primary, Prepaid recruiter’s performance Reports.

Created database reports for management evaluation.

Update daily base Candidate qualification.

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.

Work well as a member of a team & in isolation. Interpersonal skills and team-work ability.

Handling the back end operations works.

Submission Dashboard Recruiter And Manager Wise.

Interview & Hire Dashboard Recruiter And Manager Wise.

Upload Resume Of US Candidates on Job diva (Software)

Incentive Dashboard Recruiter and Manager Wise.

Job Title Wise Calling Data For Recruiter.

Ad-Hoc Work.

**TECHNICAL SKILLS:-**

• MS Office (Word, Excel, Powerpoint)

• CV formatting.

• Sound Knowledge of Advance Excel.

• Experience in making reports and presentations.

• Advanced skill in Microsoft Word, Excel (pivot tables, Vlookup/ Hlookup/ Xlookup, IF Sumif/ sumifs/ Sumifs, Count/ CountA/ Countifs, match, index, etc. and statistical charts Formulas), and

JobDiva.

**Strength :**

Good Initiator.

Can work effectively in team as well as individually.

**PERSONAL DETAILS:-**

Father‘s name : Jiya Lal

Sex : Male

Marital status : Unmarried

Date of birth : 12-07-1994

Nationality : Indian

Permanent Address : Village-Ishaqpur, post-boxpur, District azamgarh(Up)

**DECLARATION:-**

The above information I true and correct to the best of my knowledge and belief.

Place:-Noida

(Pradip Rav)