

VISHAL

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PROFESSIONAL SUMMARY

Motivated and proactive professional with expertise in **MIS, data automation, and technical support**. Skilled in **Python scripting, data reporting, and process automation**. Proven track record of improving operational efficiency and enhancing team productivity. Seeking to leverage technical and analytical skills in a dynamic organization to drive growth and success.

EXPERIENCE

MIS Executive | Spare Care Solution | Delhi

Feb 2024 – Dec 2024

- Analyzed and monitored **inventory data** from **Tata's DMS** to generate detailed reports.
- Developed and deployed **Python automation scripts**, reducing manual work by 30%.
- Generated daily and weekly reports (checklists, one-pagers) for **Spare Part Managers (SPMs)**, improving decision-making and operations.
- Managed data creation and reporting for **Hyundai and Kia**, ensuring data accuracy and timeliness.
- **Technical Support | Internal Team Assistance**
- Installed **Python, Windows, and MS Office** on team systems, ensuring seamless technical operations.
- Provided **software troubleshooting support**, resolving technical issues and improving team efficiency.
- Automated **WhatsApp notifications** for task reminders, enhancing team communication.

Sales Executive | HGS Global | Delhi

Dec 2023 – Feb 2024

- Sold and promoted **products and services**, consistently exceeding sales targets.
- Delivered excellent **customer service**, addressing inquiries and resolving issues promptly.
- Achieved sales goals by targeting both new and existing customers.

PROJECTS

Automation Scripts for Team Productivity

Automated tasks related to:

- **Order Management, PO Adherence, and Order Sent tracking.**
- **File Compilation** (multiple folders and single compilation).
- **Reserve Stock Reporting, WIP Reporting, and Pending GRN Tracking.**
- Automated **WhatsApp notifications** for task updates to team members.

EDUCATION

- **B.Com.:** AU Prayagraj, Cmp Degree College, Prayagraj (2018-2022)
- **LLB:** VBPSU (TDPG Jaunpur), Ongoing (2024 - Present)
- **10th:** UP BOARD, SKGN Inter College, Lalganj Azamgarh (2014-2016)
- **12th:** UP BOARD, TD College, Jaunpur (2016-2018)
- **O Level (NIELIT):** 1 module pending (2023)

CERTIFICATIONS

O Level (NIELIT):

- M1: **MS Office**, Basic Knowledge of Computer
- M2: **Web Development** (HTML, CSS, JavaScript, Angular, WW3 CSS)
- M3: **Python** (currently in progress)
- M4: **IoT** (Arduino, sensor-related)

CCC (Computer Concepts Course) – Certified.

Power BI – Basic knowledge of data visualization and reporting.

SKILLS**Technical Skills:**

- **Python** (Basic), **Automation Scripts**
- **MS Excel, MS Word, MS PowerPoint**
- **HTML, CSS, JavaScript** (Basic)
- **Kali Linux, IoT** (Basic)
- **ChatGPT** (Workflow Automation)
- **Soft Skills:**
- **Analytical Thinking, Problem-solving**
- **Strong Communication, Time Management**
- **Team Collaboration, Customer Service**

STRENGTHS

- **Attention to Detail:** Consistently ensures accurate data management and reporting.
- **Efficient Time Management:** Skilled in multitasking and meeting deadlines.
- **Collaborative Team Player:** Actively assists team members and contributes to success.
- **Problem-Solving:** Identifies and resolves challenges with effective solutions.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature

(Vishal)
