

Vishal

OBJECTIVE

As a dedicated and proactive individual with a solid foundation in commerce and practical experience in MIS and sales, I am seeking a challenging role that allows me to leverage my skills in data management, digital marketing, and financial accounting. My goal is to contribute effectively to a dynamic organization, enhancing its operational efficiency and driving growth through innovative solutions and a collaborative approach. I am eager to apply my knowledge and skills to achieve organizational objectives while continuing to grow professionally.

ADDRESS

Ashok Vihar Phase-2 Delhi 110052

PHONE

+91 9129572268

EMAIL

Vk7476185@gmail.com

SKILLS

MS Excel

MS Word

MS PowerPoint

HTML (Basic)

CSS (Basic)

JavaScript (Basic)

Python (Basic)

IoT (Basic)

ChatGPT

Python

Kali Linux

EXPERIENCE

DEC2023 – FEB 2024

Sale Executive

HGS Global, Delhi

KEYS RESPONSIBILITY

MIS Executive, Spare Care Solution, Delhi

Feb 2024 to Current

Data Analysis: Monitored and downloaded inventory data from Tata's DMS for detailed analysis and reporting.

Report Generation: Compiled and emailed reports, such as checklists and onepagers, to dealers' Spare Part Managers (SPMs) via Outlook, providing clear explanations and insights.

Automation: Developed a Python script to automate routine tasks, significantly reducing manual work for the team.

Sale Executive, HGS Global, Delhi
Product Promotion: Sold and promoted products and services to new and existing customers, achieving sales targets

EDUCATION

-10th passed from UP BOARD

-12th passed from UP BOARD

- B.COM. Passed from AU PRAYAGRAAJ

- LLB from VBPSU (TDPG jaunpur) Present

- O level (NIELIT)

STRENGTHS

ANALYTICAL THINKING: Strong ability to analyze data and generate actionable insights.

ATTENTION TO DETAIL: Meticulous in managing inventory and creating accurate reports.

PROBLEMSOLVING: Skilled in identifying issues and implementing effective solutions.

SOFT SKILLS:

COMMUNICATION: Strong verbal and written communication skills.

PROBLEM-SOLVING: Skilled in identifying issues and implementing effective solutions.

TIME MANAGEMENT: Ability to manage multiple tasks and meet deadlines efficiently.

CUSTOMER SERVICE: Experienc in selling and promoting products and services.

TIME MANAGEMENT: Efficient in managing multiple tasks and meeting deadlines.

COMMUNICATION

VERBAL: Effectively communicate with team members, managers, and external stakeholders.

WRITTEN: Proficient in writing clear reports, emails, and documentation.

CUSTOMER INTERACTION: Skilled in understanding customer needs and providing recommendations.

Declaration

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

Signature