

## Nitin Shinde

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Dombivli (E), Thane, Maharashtra, India - 421 201

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### Job Objective:

To enhance my skills and further my career by filling the position of MIS in well-established organization.

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### Highlights of Qualifications:

- Huge experience in Data Management
- Proficient in excel, word, outlook
- Analytical approach to challenges & excellent organization capabilities
- Ability to challenge and debate issues of importance to the organization

### Professional Experience:

#### MIS Head

One Up Motors India Pvt. Ltd. (Authorized Dealership of Maruti)  
December 2018 to August 2019

#### Job Description:

- Prepared daily / weekly / monthly Performance Status Reports.
  - Collated, analyzed and documented company's quarterly and half yearly performance details.
  - Generated, maintained and analyzed Sales & Service reports.
  - Reviewed history of current reporting.
  - Monitored implementation of MIS processes and evaluated their effectiveness.
  - Managed information technology resources for business.
  - Overseen MIS staff and delegated tasks and assignments.
  - Performed Trend Analysis of Data and Automation of reports.
  - Prepared variance reports such as Forecast vs. Actual sales.
  - Follow ups to Sales Team for all activities daily basis.
  - Forecasting the Demand for the products based on the target as well as the market demand.
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**Group Head MIS**

Fortpoint Automotive Cars Pvt. Ltd. (Authorized Dealership of Maruti)

July 2017 – November 2018

**MIS & Logistics Incharge**

Ritu Automobiles Pvt. Ltd. (Authorized Dealership of Hyundai)

January 2012 to Jun 2017

**Sr. MIS Executive**

G3 Motors Ltd. (Authorized Dealership of Mahindra)

September 2010 to December 2011

**DMS cum MIS Executive**

Fortpoint Automotive Cars Pvt. Ltd. (Authorized Dealership of Maruti)

January 2008 to September 2010

**MIS Executive**

Spanco Telesystems & Solutions Pvt. Ltd. (BPO)

March 2005 to January 2008

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**Educational Qualification:*****Professional Qualifications:***

- 📁 Graduate in “Computer Science” – OCT 2004 from Pune University through Fergusson College, Pune.

***Academic Qualification:***

- 📁 H.S.C. - FEB 2001 from Mumbai University through R. V. Nerurkar Jr. College, Dombivli, Thane.
  - 📁 S.S.C. – MAR 1999 from Mumbai University through R. V. Nerurkar High School, Dombivli, Thane.
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