

# Vishal Kumar

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Detail – Oriented and highly skilled 5 years of Back Office and 2 years of MIS Executive experience in managing and maintaining Management Information Systems to enhance business – making and operational efficiency. Proficient in using advanced excel. Strong problem – solving skills, attention to detail. Proven track record of improving data accuracy, enhancing reporting mechanisms and supporting strategic business Initiatives.

## SKILLS

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**Technical Skills:** M S Excel (Advanced), V-lookup, H-lookup, Concatenate, Countifs, Sumifs, Index, Match, 40 English Typing Speed, Pivot table & Chart| M S word| M S Power point| Google sheet| Internet & E-mail Operation.

## Other SKILLS

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Data Management| Data Visualization| Teamwork and Collaboration| Problem-Solving| Data analysis| Process Improvement| Multitasking| Data Entry etc.

## RELEVANT WORK EXPERIENCE

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### **Authbridge Research Services Pvt. Ltd. – MIS Executive**

- Managed and maintained the company’s Management Information System (MIS).
- Analyzed data to identify trends and make recommendations for process improvements.
- Accurately maintain daily, weekly and monthly production records.
- Prepared comprehensive daily production reports.
- Generated monthly recharge, incentive and quality reports.
- Calculated and distribute night allowance sheets.
- Consolidated and analyzed production data on a daily basis and provided timely reports to management as needed.
- Utilized pivot tables to create insightful data visualizations.
- Prepared detailed Excel reports using various tools and formulas.
- Prepare and present reports and presentations to management.
- Analyze and interpret data to identify potential areas of improvement.

## EDUCATION

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**M.J.P.R. University**, Bareilly, Uttar Pradesh, Bachelor of Arts- Economics.

**Languages:** Hindi, English.

Place:

Date:

*Vishal Kumar*