

Umesh Kumar

Gurgaon
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Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

Academic Details

Raj Kumar Goel Institute Of Technology Ghaziabad

B. Tech(EEE) , 72.94%, 2020

Maa Janki Devi Mahavidyalay

B. Sc, 58.5%, 2017

S.G.R INTER COLLEGE

12th, 76.6%, 2013

S.G.R INTER COLLEGE

10th, 61%, 2011

Work Experience

EYEMYEYE PVT.LTD

MIS EXECUTIVE, Dec 2021 - Oct 2022

Role : MIS Executive

- 1.To maintain daily working report.
- 2.Daily basis generate of MIS reports, analyzing the cases in excel sheet.
- 3.Reports generation thru Pivot table and Pivot Chart.
- 4.Prepare report on excel using different reporting tools and formula.
- 5.Uploading data on ERP and Google sheet.
- 6.Send report to Manager on daily basis and as per need.
- 7.MIS Reports, Pivot Table, Formula, Hlookup, Vlookup, xlookup, Index, Match, Index match, Countif, Sumif, Concat,Count, Counta, Macros etc.

Lenskart pvt ltd

Executive (Quality Assurance) , Oct 2022 - May 2023

Role : KMT (Knowledge Management Team)

1. Quality Audit.
2. Training the new QC Operators
3. To maintain Daily, weekly and monthly working report.
4. Daily audit data analysis.
5. Usages of Inventory Management Software (ERP).

Gempundit.Com

MIS Analyst, May 2023 - till date

Role : Roles & Responsibilities :-

- 1.Create, manage and share the Catalogue operations reports (daily/weekly/monthly) with Manager.
- 2.Create new or modify existing processes to improve the productivity, efficiency and accuracy of the Catalogue operation.
- 3.Create and review the product catalogue for Gemstone.
- 4.Do the quality check for the catalogue images as per Image guidelines, to review product catalogues based on category guidelines and ensure that delivered data is 100% accurate and complete with a positive impact on customer experience.
- 5.Do frequent checks on existing processes to help the Catalogue team achieve more consistent results with high quality and to own new projects which will aim at achieving high productivity of an individual/team.
- 6.Audit website and fixed it.
- 7.Mantian Google Sheet and FMS
- 8.Working on Magento Software.
9. Create a Excel VBA Automation.

Skills

Advanced Excel, Google sheet, Data Shorting and Data Cleaning, Data Visualization, Data Extraction, Data Transformation, Data Validation, Data Reporting
VBA Automation / Macros
Data Analysis
Google Data Studio, FMS, Google Forms
Products Catalog

Strength

Responsible
Punctual

Hobbies

Playing Cricket
Listening songs

Declaration

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Place : Gurgaon

(Umesh Kumar)