



HARISH

MIS EXECUTIVE

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E2/191 SHASTRI NAGAR
DELHI-110052

ABOUT ME

I am seeking an opportunity with a reputed organization where I can leverage my knowledge and skills to contribute effectively to the team's success. My goal is to apply my expertise in a meaningful way, continuously learn and adapt to new challenges, and ultimately create a positive impact on the organization. I am committed to putting forth my best effort and dedication, aiming not only to achieve personal growth but also to add value to the organization through my hard work and initiative.

EDUCATION

Bachelor of Arts

Delhi University
06/2016-08/2019

Master of Business Administration

Human resources
04/2020-06/2022

EXPERTISE

Management Skills

Negotiation

Critical Thinking

Leadership

LANGUAGE

English

Hindi

WORK EXPERIENCE

06/2024 - 12/2024

Beauty Gang India Pvt. Ltd
MIS Executiv, Data Analyst

- Create daily report, performance report, KPI report, weekly report, Monthly report, yearly report and dashboard by using excel , google sheet and power BI.
- Handle Pan India Team Technical & Sales Person on BeatRoute Application.
- Daily Maintain Attendance all employee and coordinate with account team for internal issues.
- Prepare and present reports in Excel, Google sheet and presentations to management.

04/2021-2023

Mobatree Manufacturers Pvt Ltd
Assistant, MIS Exceutive, Data Analyst

- Coordinating & follow-up with customers
- physical meet with high potential customers & Distributors
- Making a report of all the work that I have done
- Arranging a meeting with owner& customer
- Create googleform for maintain records

02/2019-2021

Paras Enterprises
Accountant, MIS Executiv

- Billing and sales accounting
- Generate E-way Bill
- Maintain stocks data on excel
- Coordinating with customers
- Maintain company expense
- physical meet with high potential customers

PERSONAL DATA

Fathre Name : Nathu Ram
Mother Namer : Devki
Date of Birth : 14th Jan 1998
Sex : Male
Marital Status : Unmarried

STRENGTH

Logical Thinking Flexibility
Punctuality Adaptability

JOB PROFILE

- Analyze problems and discover the best ways to solve them
- Develop and implement strategies to achieve organizational goals
- Upgrades of hardware and software systems
- Update Anti-virus regularly and share necessary information with users regarding potential risks
- Conduct regular backups to maintain data integrity
- Data Cleaning & Validation: Ensure data accuracy by performing regular data cleaning and validation tasks, identifying and correcting discrepancies to maintain reliable datasets.
- Automation of Reports: Implement automation techniques in Excel and Google Sheets using formulas, macros, and scripts to reduce manual efforts and improve reporting efficiency.
- Coordinating With Team Member
- Create Daily Report of stocks on excel
- Good Command on MS-Office/Tally Accounting Software

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

(HARISH)

