



Praveen Kumar Upadhyay

+919639999980

+917017228448

praveenupadhyay25@gmail.com

Haridwar (Uttarakhand)

CAREER OBJECTIVE

To obtain a position as a MIS in a well-established organization that will utilize my skills there by contributing to the company's growth.

WORKING EXPERIENCES

SCM/MIS Executive – Reliance Jio (On the role of Kutumbh care Pvt Ltd.) | Haridwar (Nov 2017 > Present)

Role and Responsibilities:

- Making dashboards & Sales tracker on daily basis & which is being shared data to sales team.
- Generating and distribute management reports in accurate and timely manner.
- Preparing monthly performance reports and maintaining an update tracker of process.
- Good command in MS Excel and Data analysis.
- Generating business reports for comparison of growth-de growth like (SIM Activations, Primary & secondary, Revenue reports, UTO, UAO).
- Making Target v/s Achievement Dashboards and monthly Presentations
- Looking also all store activity like receiving, Storing, Part Issuing, dispatching & monitoring the stock as per requirement.
- Preparation of all SCM's MIS reports like dispatch, inward, outward reports.
- Material control (Analysis on moving & Non-moving items and disposal, Maintain FIFO etc.
- Coordination with distributors & transporters for deliveries of stock as per agreed terms.
- Weekly, monthly & quarterly reconciliation of stock with finance team.

MIS Executive – Telenor | Dehradun (Dec 2013 > Oct 2017)

Role and Responsibilities:

- Prepared daily dashboards & Sales tracker and which is being shared reports data to sales team.
- Ensure deliverables (Daily, Weekly & Monthly MIS Reports & Dashboards) are prepared to satisfy as per sales requirement and schedule.
- Reporting to Zonal Business head and update the report's formats as per the instructions from the management.
- Preparing monthly performance reports and maintaining an update tracker of process.
- Generate reports on a daily basis for monitoring the performance of the team.

SKILLS ACCOMPLISHMENT

- Management information systems proficiency.
- Microsoft office.
- Daily dashboards & Tracking data.
- Self-motivated & Interpersonal skills.
- Strong analytical and problem-solving skills & creativity.
- Co-operative nature.
- Ability to work under pressure.
- Business development supports.
- Energetic.

- Good command in MS Excel and Data analysis (Using formulas and functions like Vlookup, Hlookup, Countifs, Sumifs, Pivot Table, Graphs & Charts, VBA Macros & data validation.
- Making Target v/s Achievement Dashboards as per KPI and monthly presentations.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports.

MIS Executive – Idea Cellular Ltd. | Haridwar (May 2011 > Nov 2013)

Role and Responsibilities:

- Prepared reports on a daily basis for monitoring the performance of the sales team.
- Handling Backend supports and business queries from sales team of Zonal Office.
- Developed a good communication with Team, Distributors, & Customers.
- Responsible for effective data like Primary, Secondary, Tertiary reports, Activations, Sim selling retailer's data, BTS wise reports, daily transaction reports.
- Coordination with finance team regarding the channel partner's onboarding & de-boarding.

ACADEMIC QUALIFICATION

- Passed MBA (Distance learning) from PTU in 2012 with 1st Division
- Passed BCA from M.C.R.P. University in 2009 with 1st Division.
- Passed Intermediate from U.P. Board in 2006 with 1st Division.
- Passed High School from U.A. Board in 2004 with 2nd Division.

PERSONAL DETAILS

Father's Name : - Mr. Keshav Chandra Upadhyay
Date of Birth : - 25-Dec-1987
Sex : - Male
Nationality : - Indian
Language Known : - Hindi & English
Marital Status : - Married
Hobbies : - Internet surfing, listening music.

DECLARATION

I hereby declare that all the information given above is true & to the best of my knowledge and belief.