

## Ashish Kumar Mishra

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### MIS/COMPUTER OPERATOR/DATABASE MANAGEMENT/DATA ANALYST

#### Professional Précis

- A competent professional with post qualification exposure of **over 4 years** of distinguished experience in Data Megaevent, MIS, data analyst and computer operation
- Presently working in "Andees Group" and handling profile of MIS, Operations & Database operation since June 2029
- A keen communicator with the ability to relate to people across all hierarchical levels in the organisation.

#### Core Competencies

- |                       |                          |                              |                       |
|-----------------------|--------------------------|------------------------------|-----------------------|
| • Advance Excel       | • V-Lookup, H Lookup     | • Event Management           | • Pivot Table         |
| • MIS                 | • Preparing Presentation | • DGFT related work          | • Recruitment support |
| • Computer Operator   | • Handling Events        | • Banking Operations         | • Maintaining Records |
| • Database Management | • Website Management     | • Co-ordination with Clients | • File Management     |
| • Report Generation   | • Operations             | • Administrative tasks       | • Miscellaneous       |

#### CAREER GRAPH

##### Company: Andees Exim Private Limited

Company Profile: Andees Exim is a professional consulting firm providing consultation and execution of solutions and incentives for exporters and importers, foreign investors and global or international companies with business interests in India.

Duration: September June 2019 to Till Date

Designation: MIS & Data Management Executive

##### Company: Sysnet Global Technology

Company Profile: Sysnet Global Technology is an IT infrastructure management provider. For over twenty years, It has passion for providing quality service to customers, directly and on behalf of the clients, helping them maximize productivity of their IT assets.

Duration: September 2018 to June 2019

Designation: MIS Executive

##### Company: Prosper Group

Company Profile: Prosper Group Head office is a leading manufacturer and exporter of S. Handle Loop Machine, Manual Ultra Sonic T- Shirts Bag Cutting Machine, etc. and located in the convenient transportation nearby world class business hub city shanghai Ningbo port city, Manufacturing unit is beautiful environment of Ruian City Dongshan Economic development area and Qingdao port city Qingdao industrial area.

Duration: April 2016 to August 2018

Designation: MIS Executive

#### KEY DELIVERABLES

- ✚ Hands on expertise in Advance Excel
- ✚ Preparing & Compiling MIS Reports as per activity/ Segment wise
- ✚ Sharing MIS reports for all activity with HO teams whenever required.
- ✚ Coordination with all Coordinators , In charge for timely submission of weekly , monthly data submission
- ✚ Preparing Special Reports
- ✚ Coordinating with Ops Team for Data Collection
- ✚ All Internal and External MIS support to Top Management
- ✚ Present summary / gist of report as per format prescribed.
- ✚ Coordination for distribution orders and supplies.
- ✚ Receiving of expenses and claims / making summary of same.
- ✚ Analyse competition mapping pricing and work out action plan
- ✚ Worked on Tally base software to generate and analyse reports.
- ✚ Provide continuous status information to ensure customer satisfaction over the phone & email.

- ✚ Awareness & knowledge of escalation process & management.
- ✚ Vendor Coordination and negotiation
- ✚ Preparing the reports in excel
- ✚ Willing to work on multi-tasking roles.
- ✚ Collecting data related to the necessary tech specifications of each department and developing and analyzing computer systems that fit those specifications
- ✚ Expertise working with any kind of reports based on the requirement.
- ✚ Preparing Daily, weekly, monthly, quarterly and annual reports and accountability of reports.
- ✚ Data collections and Co-ordinations with other departments.
- ✚ MIS Reporting using V-lookup, H-lookup, Pivot, Index, Match.
- ✚ Working on Advance formulae Like Match, Index Choose, Indirect formulas.
- ✚ Working with Pivot tables, Dashboards, Slicers and Hyperlinks.
- ✚ Conditional Formatting and Data Validation in dynamic way.
- ✚ Protecting only required cells, Sheets, Workbooks.
- ✚ Filtering and Advanced filtering and Sorting.
- ✚ To prepare multiple reports as per requirements and analyse data given by Branch.
- ✚ To prepare MA Performance dashboard for Major Account Locations sharing performance of Branch with our Company and with HP.
- ✚ To share report with Manager on daily basis as per direction.
- ✚ To Coordinate with branch for generating data to highlight the key points in summarized and compact manner using many functions to increase maximum productivity.
- ✚ Maintaining secrecy of data.
- ✚ Understanding of operational process, logical thinking, reporting and analysis
- ✚ Handling Multi-tasking operations
- ✚ Accurate and Timely reporting
- ✚ Client Management - Internal and External
- ✚ Ability to work on data and generate various types dashboards, reports/ad-hoc reports
- ✚ Ability to handle high level data analysis and data
- ✚ To Handle team and to train them on advance excel
- ✚ To analyses all data and to represent the same in graphical manner using graph, charts etc..
- ✚ To prepare daily Monthly and weekly review data and share with manager as per need.
- ✚ To analyse reports, provide business intelligence, to forecast and to present reports in an understandable manner.
- ✚ To work closed with Directors and to give then full support wherever required.

### IT SKILLS

- ✚ Expertise in Advance Excel.
- ✚ TALLY 9 & TALLY ERP.9
- ✚ MARG

### QUALIFICATION

- ✚ Advance Diploma in computer application (M. S. Office, Advance Excel
- ✚ E-mailing & internet)
- ✚ IT academics certificate from UPDESCO under VEDANTA Training programmes.
- ✚ Graduation (BA) from Kanpur University 2018.
- ✚ Intermediate from U.P Board 2008.

### PERSONAL VITAE

Marital Status	:	Single
Father	:	Shri Ram Narayan Mishra
Languages Known	:	Hindi & English
Salary Drawn	:	Rs 18,000 + Perks (Gross Rs 21,000)
Expected Salary	:	Negotiable
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**(Ashish Kumar Mishra)**