

PAWAN KUMAR YADAV

MIS EXECUTIVE



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OBJECTIVE

"To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization".

SKILLS

- Advance Excel
- Vlookup, Hlookup, Xlookup, Pivot Table, Pivot chart, Macros, Conditional Formating, Slicers, Sumif, countifs
- Dashboard Creation and data analysis
- Database Programming Tool SQL and My SQL
- Tableau and PowerBI

EXPERIENCE

KANISHKA IT PVT.LTD

01/2023-06/2023

- Prepare Report on Excel using different reporting tools and formulas
- Reports generation through Pivot Table and Pivot Chart
- Practical experience and expertise in handling various data and reporting
- Creating and Design business intelligence database, spreadsheet or outputs by using MS Office
- MIS reporting by using MS Excel at operational level. Prepration of various MIS
- Generating and maintaining day to day MIS Data and updating the data and graphs as per need

DHANI GURUGRAM SALES EXECUTIVE

02/2020 - 04/2022

- Telecalling Experience in inbound as well as outbound process
- Experience in E-mail chat process in relation to different products
- Experience of handling Salesforce.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

PRESTIGE COLLEGE GWALIOR

2017 - 2019

BACHELOR OF BUSINESS ADMINISTRATION

JIWAJI UNIVERSITY GWALIOR

2013 - 2016

12th CBSE Board, APS Babina Cantt Jhansi U.P

2012-2013

10th CBSE Board, APS Mamun Cantt Pathankot

2010-2011