Curriculum- Vitae

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| C:\Users\ARJUN\Desktop\images.jpg **Arjun Singh****Sr. MIS Executive & Administrator**

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|  | **Profile** |  |
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I am a competent Sr. MIS Executive & Administrator with 8 years of work experience within the industry. I am looking for a position in a small to midsized growing firm where I can use my skills to their full potential.

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|  | **Contact** |  |
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Block-1, Sanjay PlaceAgraUttar PradeshAgra- 282002+91-8979507902As.singh.ar26@gmail.com

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|  | **Skills** |  |
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**MS Excel** – Advanced**ERP** – Advanced**MS-Tools** – Advanced**Tally ERP9** - Intermediate |

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|  | Work Experience |  |
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| Sr. MIS Executive In Trading Pvt. Ltd. | 2017 – Till Date |
| Here is a brief description of what I did for In Treading Pvt. Ltd. Company with some of my key responsibilities. * Receiving and downloading data from different sources and formatting data using by
* Removing duplicate numbers from Data through Excel (Tools and formula).
* Creating and updating Retailer’ productivity report to the seniors.
* Handling multiple reports, working with formulas, pivot tables & pivot charts, and various other excel sheet components for accurate data.
* Ensure deliverables (Daily, Weekly & Monthly MIS Reports) are prepared to satisfy the project requirements cost and schedule.
* Coordinating with accounts team for payments of circulars.
* Supporting HR Team of monthly salaries report addition and deduction.
* Job sheet Creating & Moment.
* Customer supply planning & Dispatch.
* Responsible for all inward and outward documents verification and updated it to project manager.
* Maintain all quality records in the offices.
* Record All data of offices
* Preparation the Microsoft Excel relative Report.
* Preparing/Managing MIS reports of the stock (Weekly wise & Monthly wise).
* Taking care of office with proper management.
* Making GRN (Goods Receipt cum Inspection Not) & dispatch documents.
* Maintaining all the offices documents manually and computers.
* Reporting as per reporting to store Manager System stock.
* Maintain of Store inventory.
* Generate weekly and Monthly reports.
* Complete reconciliation of stores.
* Maintain register and filing works for receiving Stock & dispatch of Stock.
* Maintain cleanliness and order in the store.
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| Sr. MIS Executive & Administrator Dream2win Pvt. Ltd | 2012 - 2017 |
| Here is a brief description of what I did for Dream2win Pvt. Ltd Company with some of my key responsibilities.* Generate timely and accurate reports for analysis. Creating MIS/ Dashboard report and presenting it to the concern Department. Here is another of my key achievements.
* Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
* Processing transaction and requests as per Clients and Customer requirements.
* Managing the Monthly, Weekly & Daily Report Creating in MS-Excel and MS-Access through in depth analysis and producing the actionable information.
* Generating & maintaining day to day MIS Data and updating the management.
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| Sr. Executive in BackendAegis BPO Pvt. Ltd | 2010 – 2012 |
| Here is a brief description of what I did for Aegis BPO Pvt. Ltd Company with some of my key responsibilities.* Maintaining the track of enquiries made by the clients.
* Preparing invoice of the clients.
* Inserting Builder Projects and updating them.
* Guiding the clients regarding working of the CRM software.
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|  | Education |  |
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| 10th From NIOSArts | 2006-2007 |
| 12th From NIOSArts | 2008-2009 |
| B.A From Delhi University  | 2009 - 2012 |

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|  | Hobbies & interests |  |
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I love Running, hiking and cycling. I also enjoy crafting and I am an accomplished knitter. |

Personal Details:-

Date of Birth : 21-Mar-1990

Father’s Name : Rajbir Singh

Mother’s Name : Kamlesh Devi

Marital status : Married

Religions : Christen

Languages known : English & Hindi

 Nationality : Indian

Date:-

Place: - Agra (Arjun Singh)