Curriculum- Vitae

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| C:\Users\ARJUN\Desktop\images.jpg  **Arjun Singh**  **Sr. MIS Executive & Administrator**     |  |  |  | | --- | --- | --- | |  | **Profile** |  | |  |  |   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.     |  |  |  | | --- | --- | --- | |  | **Contact** |  | |  |  |   Block-1, Sanjay Place  Agra  Uttar Pradesh  Agra- 282002  +91-8979507902  As.singh.ar26@gmail.com     |  |  |  | | --- | --- | --- | |  | **Skills** |  | |  |  |   **MS Excel** – Advanced  **ERP** – Advanced  **MS-Tools** – Advanced  **Tally ERP9** - Intermediate | |  |  |  |  | | --- | --- | --- | --- | |  | Work Experience |  | | |  |  | | | 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. | | | |  |  |  | | --- | --- | | 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. | |  |  |  | | --- | --- | | Sr. Executive in Backend  Aegis 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. | |      |  |  |  |  | | --- | --- | --- | --- | |  | Education |  | | |  |  | | | 10th From NIOS  Arts | | | 2006-2007 | | 12th From NIOS  Arts | | | 2008-2009 | | B.A From Delhi University | | | 2009 - 2012 |      |  |  |  | | --- | --- | --- | |  | Hobbies & interests |  | |  |  |   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)