**RESUME**

**Vinod Panwar**

**Mobile**: 09911572547

**Email id**:**vinod.panwar3@gmail.com**

Key Skills:

* MS-excel, function, formulas, VBA (Macro)

Professional Details:

**Renovision Automation Pvt Ltd.**

**Designation: MIS EXECUTIVE (Dec’2015 – Till Now) – 1 Year 6 months**

Job Profile:

* MIS reporting by using MS-Excel at operational level
* Generating Recovery Reports, Location wise Report, Assets wise Report on Pan India basis.
* Coordinating with staff SCM in different locations and follow ups
* Daily Mailing to Tag, Un-tag Asset resources and follow up
* Managing Stock with Recovery and Dispatch.

**Matrix Processing House**

**Designation: MIS EXECUTIVE (October’2013 – December’15) - 2 years 2 months**

Job Profile:

* MIS reporting by using MS-Excel & VBA (macro) at operational & client level
* Generating timely & accurate reports for analysis on daily, weekly, monthly & quarterly basis.
* Creating MIS/Dashboard report and presenting it to the concern department.
* Zone wise & State wise CRM & internal reports generation & publication
* Deliver end product Maintaining quick turnaround time and highly quality standard execute quick turnaround work in ms excel
* Implement practice matrix to improve operational efficiency
* Handling Monthly Recon & preparing field & telecalling productivity Reprot
* Extensive usage of MS excel (aggregate function, vlookup, pivot table Macros

Achievements:

* Felicitated as **Sr. MIS Executive**

Educational Qualification:

* Post Graduation : Pursuing MBA in Human Resources from P.T.University,Jalandhar
* Graduation : Completed Graduation BCA from Punjab Technical University Jalandhar
* Senior Secondary: Completed 10+2 from Haryana Board.
* High School: Completed 10th from Haryana Board.

Personal Details:

Date of Birth: December 10, 1989

Address: C-121 New Ashok Nager Delhi

Personal Overview: Easy going and positive Attitude

**Date Signature**