## CURRICULAM VITAE

## Santosh Kumar

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## Mob: +91-7532981757

**PROFILE SUMMARY**

Professional MIS Executive who works each day to stay ahead of the technology curve in corporate computing. Adept to managing a large team and successfully forecasting future changes for a corporate network. Skilled in playing with various datasets to remodel them for organization’s growth.

**ACADEMIC QUALIFICATION**

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| **S. No.** | **Examination** | **Year** | **Board/University** |
| 1. | Post Graduate Diploma in Business Administration | 2022 | MITSDE, Pune |
| 2. | Graduation | 2015 | Delhi University, Delhi |
| 3. | Higher Secondary | 2010 | C.B.S.E Board, Delhi |
| 4. | Secondary | 2008 | C.B.S.E Board, Delhi |

**WORK EXPERIENCE**

Having around 8 years 8 months working experience in various Govt. and Private Sectors as under:-

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| --- | --- | --- | --- | --- |
| **Organization** | **Tenure** | **Contractor Name** | **Position Held** | **Department** |
| **Projects & Development India Ltd. (PDIL), Noida**  **(A Govt. of India Undertaking, Dept. Of Fertilizers)** | April 1st, 2024 to till date. | M/s. World Class Services Limited | Office Assistant and MIS Executive. | Material Management |
| January 1st, 2022 to March 31st, 2024. | M/s. Sai Communication | Material Management |
| July 1st, 2018 to June 30th, 2019. | M/s. Pandey Security Services | Office Assistant / Secretarial staff and MIS Executive. | Material Management |
| February 1st, 2018 to June, 30th, 2018 | M/s. Global IT Service | Material Management |
| July 1st, 2018 to  June 30th, 2019. | M/s Datar Security Service Ltd. | Vendor Registration Assistant & Tender Executive. | Material Management |
| November 13th, 2015 to January 31st, 2018. | M/s Prince Facility Management Service Pvt. Ltd. | Office Assistant / Secretarial staff | Material Management |

**Work Profile / Work Undertaken**

* Production and enhancement of weekly and monthly reporting to the Head of Regulatory Exams and the Head of Regulatory Relations
  + - Assist with improvements to the MIS/Reporting process. Used Pivot Tables to create quarterly reports.
* Validate accuracy of data to identify any possible issues or concerns.
* Prepare Daily/Weekly/Monthly and Quarterly MIS reporting. Ensure the timeliness, accuracy, and completeness of the reporting.
* Generate and/or design, develop and produce all analytic support for new and existing management reports.
* Used MS Excel to organize company data and budget reports into detailed pivot tables.
* Monitored office inventory by tracking stock items with advanced skills in MS Excel
* Ability to interpret results, sport/identify trends and summarize results verbally and in written form.
* Generating dashboards from different sources
* Coordinating input from internal vendor database into consolidated reports
* Preparing some ad-hoc reports, analysis, recommendations, and presentations
* Strong technical skills as relates to business intelligence (eg Microsoft office suite

& power BI

**SOFTWARE SKILLS**

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| --- | --- |
| **Software’s Used** | **Skills** |
| **MS Word & PowerPoint** | Good Typing Knowledge having English Typing Speed of 45 wpm and Hindi Typing Speed of 30 wpm. Good hand on experience in making presentation in PowerPoint. |
| **MS Excel** | Advance Excel functions like Countifs, Sumifs, V-lookup, H-lookup etc. PivotTables and Conditional Formatting for data representation. |
| **Power BI** | Excellent Data modeling Skills, Data Visualization & Data warehousing & Dashboard |

**HARDWARE**

* Assembling of computer.
* Monitor, Keyboard & Mouse Troubleshooting.
* Other hardware device installation.

**STRENGTHS**

* Positive attitude and excellent interpersonal skills.
* Ability to manage and priorities multiple duties simultaneously.
* Able to perform other clerical duties as needed.
* Strong sense of responsibility and Confidence to face new situations.

**PERSONAL DETAILS**

### Father Name : Sh. Shiv Dhari Bhagat

Address : A-566, Bharat Vihar, Kakrola,

Sec-15, Dwarka, New Delhi-110078

Date of Birth : 02-Feb-1990

Nationality : Indian

Marital Status : Married

Language Known : English & Hindi

**Declaration**

I hereby declare that all the information given above in true to the best of my knowledge and belief.

**(Santosh Kumar)**

Date: ……………

Place: New Delhi