



VIKAS SAROJ

MIS Executive

CONTACT

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New Delhi

EDUCATION

2021-2023

BACHELOR'S DEGREE (B.A)

Delhi University

SENIOR SECONDARY (CLASS 12)

CBSE Board, Delhi | 2018

TECHNICAL SKILLS:

- Advanced Excel
- Google Sheets & Dashboard Creation
- SQL & Database Management
- ERP & CRM Tools
- GST Portal Management & Compliance
- Inventory & Order Management System

ANALYTICAL & SOFT SKILLS:

- Data Analysis & Reporting
- Forecasting & Trend Analysis
- Process Optimization & Workflow Automation
- Attention to Detail & Accuracy
- Problem-Solving & Decision-Making
- Team Collaboration & Communication

OBJECTIVE

Detail-oriented MIS Executive with expertise in Advanced Excel and GST portal management. Skilled in data analysis, financial reporting, and compliance, ensuring accuracy and efficiency in business operations. Passionate about optimizing workflows and leveraging data-driven insights to enhance decision-making and operational success.

EXPERIENCE

Aims Retail Private limited

- July 2024- Present
MIS Executive
- Managed data analysis and reporting using Advanced Excel .
- Handled GST portal compliance, including tax filing and reconciliation.
- Developed automated reports and dashboards to track sales, inventory, and financial data.
- Coordinated with e-commerce platforms (Amazon, Flipkart, croma etc) for sales and order management.
- Improved data accuracy and efficiency by optimizing workflow processes.

Jarvis Technology & Strategy Consulting Pvt Ltd

Nov-2021- may-2024

MIS Executive / Data Entry Operator

- Managed data entry and analysis using Excel & Google Sheets.
- Created MIS reports for business performance tracking.
- Handled GST portal compliance, tax filing, and reconciliation.
- Assisted in process automation and data accuracy improvement.
- Coordinated with teams for data processing and report generation.