

# RESUME

Apply for the position of: - MIS EXECUTIVE

## Sumit Kumar

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### OBJECTIVE

Looking for an opportunity to apply my skill and contribute to the growth of the company while helping create some advancement opportunity for myself.

### WORK EXPERIENCE

I have around 5+ Years of experience in MIS & Account Cum MIS. Current responsibility handling with the team as MIS, having core responsibilities to coordinating the Organization's all level of Management.

#### **iEnergizer PVT LTD (Noida sec 60)**

MIS Executive (january 2019)

#### **Job Responsibilities:**

1. Daily and Monthly generate of MIS reports, analysing the cases Upload Data on CRM and extract after updating by Backend Team.
2. Prepare Report on excel using different reporting tools and formulas.
3. Sent report to Manager on daily basis and as per need.
4. Maintain Reports of admin related.
5. Reports generation thru Pivot Table and Pivot Chart.



6.practical experience and expertise in handling various Data and Reporting

## **3I infotech PVT LTD (Noida sec 57)**

Account cum MIS Executive (July 2022)

### **Job Responsibilities:**

- 1.Daily and Monthly generation of MIS reports, analyzing the cases in Excel Sheet.
- 2.Adjustment of all payments
- 3.Analysing deduction & working to minimize the same.
- 4.Proper action against wrong deduction.
- 5.Various MIS report to management. (MRF claim report, debit to fleet, chq status vs PAD, MRF NPP report)

## **SKILLS SET**

### **Technical:**

Computer Proficiency

MS-Office Word, Excel, PowerPoint

Internet and e-mail operations

Interpersonal and Organization Skill

Can effective work in Team

## **ACADEMIAS QUALIFICATION**

12th passout for CBSE

Graduated for B.com

Two years Diploma in Computer course (Arth institute ,Delhi)

## **Advance Excel**

Good Knowledge of excel Functions and formulas (V-lookup, H-lookup, Count if, Subtotal, Pivot Table and Charts)

## **STRENGTHS**

Good understanding of hardware concepts.

Ability to work in variable and in any platforms.

Result Oriented and Fast Learner.

## **PERSONAL DETAILS**

Father's Name      Rajender Kumar

Date of Birth        23/09/1999

Address             House No 187, Block No 3 Khichri pur, Mayur vihar phase 3,East Delhi 110091

Marital Status      Unmarried

Nationality          Indian

Hobbies              Driving and playing cricket

I hereby declare that all the details furnished above are true to the best of my knowledge.

**Sumit Kumar**

