

ROHIT KUMAR

MIS Executive

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SUMMARY

I am a dedicated MIS professional with extensive experience in product roadmap development, market research, and data analysis. My strong analytical skills and proficiency in various data management tools allow me to identify opportunities to maximize revenue and enhance operational efficiency. I have successfully collaborated with corporate clients to deliver comprehensive reports that drive business decisions

EXPERIENCE

Executive (MIS & Operation)

Mercurius Advisory Service Pvt Ltd 📅 02/2023 - 08/2025 📍 Delhi

A Chartered Accountant Company based in Delhi dealing with various services like Foreign Accounting, Auditing, Taxation, etc

- Handle and oversee the client database for the PV Department
- Coordinate with corporate clients/auditors regarding their projects through calls, Zoom meetings and Emails.
- Create different reports for audit purposes and filter project reports from a large database using Excel formulas
- Engaged with corporate clients such as Bharati Airtel and Nykaa Fashion.

MIS & Operations Executive

PESTGOGO Products and Services Pvt. Ltd

📅 12/2022 - 07/2023 📍 Delhi

A pesticides company in Delhi providing various services in the Delhi/NCR region

- Created and maintained various dashboards for sales, inventory management, and employee attendance
- Coordinated with team members across departments for data collection and reporting
- Designed and prepared various audits and compliance reports.

MIS Executive

Late Yagya Narayan Memorial Sewa Samiti

📅 02/2021 - 07/2022 📍 Delhi

An educational NGO operating at a pan-India level, dealing with various government schemes and projects

- Handled administrative tasks for project reporting
- Managed team and project activities, including MIS reporting and improvement plans
- Maintained and updated software for project management
- Conducted data entry and reporting

EDUCATION

Bachelor of Arts (Programme)

Delhi University (SOL) 📅 2018 📍 Delhi

12th Grade

CBSE Board 📅 2015 📍 Delhi

10th Grade

CBSE Board 📅 2012 - 2012 📍 Delhi

KEY ACHIEVEMENTS



Client Engagement and Reporting

Successfully engaged with corporate clients and delivered accurate project reports using advanced Excel skills

SKILLS

Microsoft Excel Advance Excel

Google Sheets E Commerce

Bussiness Development Microsoft Office

Microsoft Power Point

Data Entry Operations

MIS Reporting Data Analyst Spreadsheets

Pivot Table Outlook

PROJECTS

Har Ghar Nal Yojna

📅 02/2020 - 03/2020 📍 Uttar Pradesh

Government initiative ensuring access to drinking water for every household.

- Involved in the Har Ghar Nal Yojna initiative to provide drinking water to households in Uttar Pradesh.
- Facilitated project monitoring and reporting processes.

MIS Executive - E-commerce (Milton Home Appliances)

📅 06/2020 - 05/2021 📍 Delhi

MIS Executive project focused on data management for e-commerce operations

- Created various dashboards and internal reports for analysis at Milton Home Appliances.
- Imported raw data from e-commerce platforms to improve reporting accuracy

INTERESTS



Sports and Media Enthusiast

Enjoys playing chess and cricket, and keeps updated by reading newspapers

LANGUAGES

English

Advanced



Hindi

Native

