

# MOHIT

## MIS Executive

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## 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 ·

Google workspace·

MIS Reporting Data Analyst ·

Spreadsheets · Pivot Table · Outlook

## PROJECTS

### MIS Executive - E-commerce (Milton Home Appliances)

08/2021 - 03/2022 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

## 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)

02/2023

#### Mercurius Advisory Service Pvt Ltd

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.

### E Commerce Retailer

05/2022 - 11/2023

#### JM Kay Electrical

New Delhi, India

Company Description

- One year in E-commerce line

### tally caller

07/2020 - 11/2020

#### LifeCare

New Delhi, India

Company Description

- sales the medicine to client they based on calling process.

## EDUCATION

### Bachelor of Arts (Programme)

2024

#### Delhi University (SOL)

Delhi

### 12th Grade

2021

#### CBSE Board

Delhi

### 10th Grade

05/2019

#### CBSE Board

Delhi

## LANGUAGES

English

Advanced



Hindi

Native

