

# MOHD AMIR

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## SUMMARY

MIS Analyst with three years of experience in data analysis and reporting. Proficient in advanced Excel, Power BI, and PowerPoint, with expertise in SAP modules (MM and SD). Skilled in creating tailored reports for management, including General Managers and Directors, to facilitate strategic decision-making. Proven ability to analyze and present data effectively, contributing to profitable business outcomes. Currently expanding knowledge in SAP modules and experienced in managing CRM software for international and domestic sales teams.

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## 1. WORK EXPERIENCE

MIS EXECUTIVE JAN 2023 to Till Now

**Martin and Harris Pvt Ltd**, (Walter Bushnell) Gurgaon Sector-32

- Master data updating/addition on CRM SFE & ESSR system.
  - Master data Creating and Maintainer in SAP.
  - Managed user login creation, activation, and deactivation in SFE and ESSR systems to facilitate temporary access for new trainees following each training batch.
  - Daily checking of random secondary sale statement original copy of data with filled data on eSSR system
  - Maintain the Master data at Admin Level of the User across the country.
  - Handles the Sales Team for the Field work and for any type Technical Work and Reporting too.
  - Create/ Maintain the Review data for Monthly review with Director of the Company. Create dashboards in Excel with the help of multiple formulas and pivot table according to the requirement of the team which has multiple reports and share it to different Manager send Director i.e. Marketing, HR, GM, ZM, RM, AM in the Organization.
  - Maintain all kinds of Approval for sales at Admin Level.
  - Maintain all field expense & Leave record.
  - Creates PO and Invoice in SAP as per the requirements.
  - Collected, organized, and input information into databases for storage. Analyzed and tracked live sales data to prepare forecasts and identify trends.
  - Maintain and create data in SAP MM module. Create Customer and Partners to the company in SAP.
  - Validate the Different types of Standard and Customize reports from SAP. Track the primary and secondary sales.
  - Master Data updating in all software and tracking the all field daily basis reports.
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## 2. Data Entry Operator

OCT / 2021 to DEC / 2022

HOME TECH PVT. LTD (DMRC Client), DELHI

- Maintain all types of reports & enter data on DMRC system.
- Create all types reports for review meeting & manage all invoice & payment reports.
- Leave balance updating & transfer of leaves on new position in case of elevation
- Provide exceptional customer support by promptly and effectively addressing customer inquiries and concerns through various communication channels, including phone and email.
- Expense & last day DCR filling validation from system as required by account & HR department.
- Utilize advanced Excel functions and formulas to analyze and manipulate data, generate reports, and streamline processes.
- Proficient in advanced Excel functions (VLOOKUP, INDEX-MATCH, PivotTables, etc.)
- Experienced in data cleaning, validation, and transformation techniques. Developed and maintained complex Excel spreadsheets to track and analyze field force performance metrics.

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## EDUCATION

- Graduation from Delhi University in 2018 to 2021 (Zakir Husain Delhi College)
- 12<sup>th</sup> From CBSE Board in 2018
- 10<sup>th</sup> from CBSE Board in 2016

## SKILLS

- EXCELLENT COMMUNICATION
- ADAPTABILITY
- TEAM PLAYER
- PROBLEM-SOLVING AND CRITICAL THINKING
- DASHBOARD EXCEL
- CERTIFICATION IN ADVANCE EXCEL
- POWER BI Basic

## ADDITIONAL INFORMATION

- **HOBBIES AND INTERESTS:** Listening Music, Learn something new, Travelling.
- **Languages:** English, Hindi.
- **Certifications:** Advance Excel and Power BI.