



# MD AMAN

MIS EXECUTIVE



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## OBJECTIVE

Aiming for a position as a MIS Executive where I can utilize my knowledge in data analysis, database management, and project management. Seeking an opportunity to work with an innovative team as a MIS Executive while leveraging my expertise in software development and system integration.

## EXPERIENCE

1. Currently Working in Nippon Paint as a MIS Executive (July 2024 -Present) wherein my role is:

- Prepare Daily, Weekly and Monthly Sales Report for different Segment and zones.
- RMCC Report, Stock Provision, Stock Ageing Report and Saksham Report.
- SRV, IGST and TAT Report and Maintain & Update Customer Master Data.
- Scheme Trackers and others reports based on the company requirement.

2. 1 Year 9 Months Working in Fab Interiors as a MIS Executive (November 2022 -July 2024) wherein my role is:

- Maintain & Update Employees Database, Attendance on daily basis and Prepare Salary Report.
- Generate Weekly and Monthly Report on Employee Performance and assign & Monitor task in Indema Software to ensure timely project completion.
- Download resumes from Naukri, LinkedIn and

## EDUCATION

- M. A. POLITICAL SCIENCE  
IGNOU, NEW DELHI  
(2022-2024)
- B.A PROGRAMME  
University of Delhi  
(2019-2022)
- Senior Secondary  
CBSE Board  
(2017-2019)
- Secondary  
CBSE Board  
(2015-2017)

## TECHNICAL COMPETENCES

- 1 Year Diploma Course in FD-FAB (Finance & Banking) From F-Tec Skill Development Centre, Khanpur.
- Course Contents: MS-Excel (Basic & Advance), Tally (Basic & Advance), Busy Accounting Software (Basic & Advance), GST Taxation, E-Filing of Taxes.

indeed portal and upload details Google Sheets and generate a report on Daily, Weekly and Monthly.

3. 2 Years Experience as a MIS Coordinator in F-Tec Skill Development Center (October 2020 to October 2022) wherein my role is:

- Maintain, update and manage student databases, faculty records, course details and Generate reports on student performance, attendance and course enrollments.
- Ensure proper functioning of Learning Management Systems (LMS) portal of Institute and deployment of online courses, digital libraries, and e-learning resources of institute portal.

## **SOFTWARE PROFICIENCY**

- Microsoft Excel (Basic & Advance)
- Microsoft Word
- Microsoft PowerPoint
- Google Sheet
- Google Docs
- Google Forms
- Canva
- Tally Accounting Software
- Busy Accounting Software
- SAP Software

## **INTERESTS**

- Listening Music
- Travelling

- 4 Months Certificate Course in Active Basic ( IT ) Program from Adharshila Skill Development Centre Tigri. Certificate by NIIT Foundation (INTEL).

- Course Contents: MS Office ( Word, Excel, Power Point, Access, Outlook and E- Mail ).

## **CORE STRENGTH**

- Creative Outlook.
- Dedicated.
- Ability to work under pressure.
- Passion for Achievement.
- Presentation.
- Organization.
- Decision Making.
- Attention to Detail.
- Result Oriented.
- Good Written and Verbal Communication.

## **DECLARATION**

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