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**ARMAN**

**MIS Executive with India Experience**

Nationality: India

Location: New Delhi

Email: [arman.382281@2freemail.com](mailto:arman.382281@2freemail.com)

**Objective**

A Challenging position in a professional organization, where I can enhance my skills and strengths in conjunction with the Organization goal and objectives.

# Educational Qualification

# 12th Passed from CBSE Delhi.

* Perusing BA Final Year from Delhi University.

**Professional Experience-**

* **VIDEOCON D2H: MIS Executive from Aug’2017**
* **MOGLI LABS (INDIA) PVT LTD : MIS Executive 10 Months experience.**
* **WIPRO BPO: Transport helpdeak executive cum Transport Management 1 Years 8 Months experience.**

**SUMMARY OF SKILLS AND EXPERIENCE:-**

**Looking MIS executive ( Videocon D2H Limited).**

* Working on MS Excel in operation team.
* Creating Daily Online Recharge Report.
* Payment Reversal Working on Daily basis.
* Closed Customer Complaint Related to Balance Mismatch & Billing Related.
* Vlookup, Hlookup, Pivot, Sum, Count, If, Index, Match and Etc.

**Looking MIS executive ( Mogli Labs India Pvt Ltd).**

* Working on MS Excel in operation team.
* Creating Payment Sheet for outstanding & overdue.
* Vlookup, Hlookup, Pivot, Sum, Count, If, Index, and Etc.

**Looking transport management with MOVEIN SYNC(Employee Transport Automation Tool).**

**Vendor Management-**Vendor supervisors & drivers on daily basis to run the operation as per guidelines of Company.

**Roster preparation/Pick n drop arrangement.-**Prepare & maintain the Pickup/Drop roster on daily basis.

**Routing.-**Holds the responsibility of preparing routes as per the company policy. Taking care of all the routes by covering all the pick-up/drop point for smooth operation.

**Tracking-**Keep the track of all the cabs with the help of tracking team initiated for pickup/drop of associates. Maintains the tracking in terms of providing full support to each associates so that everyone should reach office/home on time.

**Compliance-**Proper checking of all the cabs in terms of safety purpose i.e. fire extinguisher, first aid and relevant documents.

**Making All Transport Report on Daily basis-**Preparing the following OTA & OTD reports No show report, Compliance Report and sharing ahead with business partners.

**Client visit Booking-**Holds the responsibility of cab scheduling for pickup/drop to clients from hotel/Airport and also provide the service in case of client wishes for sight scene anywhere in India.

**Personal Details**

Date of Birth : 15-07-1994