

Amar

#### 4+ years’ experience working with in Operation management.

**Professional Skill Synopsis**

Email: [amar-394753@2freemail.com](mailto:amar-394753@2freemail.com)

|  |  |
| --- | --- |
| * ***Excel/Macro/Access/SQL*** * ***Database Management*** * ***Data Analytics*** | * ***Reporting & Trend analysis*** * ***Project Improvement and Management*** * ***VBA Developer*** |

#### AREAS OF EXPERTISE

.

# MIS and Database Management

* Managing all internal & external reports (Daily / Weekly / Monthly / Quarterly / Yearly, Sales Reports, Agent Performance, Revenue Dashboard, Service Level etc.
* Prepare stacks/performance & revenue share incentives for all levels.
* Experience in Developing Performance Dashboards, Scorecards & incentive, Reports for all the functional areas.
* Responsible for manning the complete MIS for the Human resources and functional MIS SPOC for operation Support i.e. WFM, finance & Information Systems.
* Managing & publishing the Recruitment, HR dashboards, Performance Dashboard i.e. Complete Footfall, Selection / offered, Joining & Dropouts
* Individual and team projects involving database design, data modeling, development, and implementation through all stages of the system development life cycle for departmental data warehousing projects.

# ERP – ATS (Applicant tracking system)

* Functional knowledge –WFM-MIS - Microsoft dynamics.
* Knowledge of functional WFM-MIS & HR with emphasis on Personal action, Organization management, Applicant maintains.
* Liaison between business solution analysts, technical developers and functional testers.
* Working with development and testing team for the closure of all defects.
* Provide test data to developers and functional testers for performing unit and integration testing.
* Have done customization of the ERP ATS i.e. WFM-MIS, AX application in line with the bulk process.

## (Derby Marketing - DUBAI) September - 2017 - Present

### MIS Analyst

* Create VBA programs to automatically update Excel workbooks, encompassing class and program modules and external data queries.
* Ensure MIS/Reports are updated as per unit requirements within TAT.
* Preparing Monthly reports, Daily MIS, Incentives & login reports as per business requirements.

### Present Trend Analysis of Data and Automation of reports.

* Preparing various reports on daily basis through Excel/VBA & Access for different channels.
* Preparing variance reports such as Forecast vs. Actual sales.
* Design MIS systems that are easy for use, extract data, and generate reports.
* Communicate the needs of the organization to software developers and assisted in changing the software

## (INDIA) May – 2015 To May - 2017

### Lead MIS

* **Business MIS -** As Sql developer providing raw data for analysis purpose to sales and marketing team, writing optimized sql queries and extract data from data warehouse as per business user requirement.
* **Business MIS –** Leading the back office and MIS team for various hiring, Product wise report, HR reports and dash-boards by doing business analysis for cost effective recruitment.
* **Reports & Automation** -Preparing weekly and monthly MIS reports with full data back-up. I have been working and closely working with the leadership team on ensuring the right kind of reports gets generated within the time span.
* **EMP ID Creation -** Responsible to creation EMP ID for all level and mapping handover to respective LOB manager.

**EDUCATION**

* **BSC(IT)** – Sikkim Manipal University
* **XII** – BIEC Patna
* **X** – BSEB Patna

**TECHNICAL KNOWLEDGE**

* **Applications** - MS Office,
* **Databases** - Access, SQL Server,
* **Scripts -** HTML, CSS, ASP

**STRENGTHS**

* In-Good knowledge in Excel/Winword/VBA/Macro/Access/Sql.
* Interpersonal Skills & accuracy of data.
* Ability to complete and deliver assigned work within the SLA.
* Extensive knowledge of HR-MIS / WFM-MIS - AX based of experience.
* Always take new initiatives & quality driven projects, high on integrity.

**PERSONAL DETAILS**

* Nationality : INDIAN
* Date of Birth : 30th-December 1987

**Dated Amar**

## 18-Sep-2019