**PAVAN KUMAR MISHRA**

e-mail: pavankumar12091996@gmail.com Contact: 8920335465

**OBJECTIVE**

To make a significant contribution to the growth of an organization with my knowledge and skills, be flexible to suit the requirements of the clients and thereby upgrade myself to meet the corporate challenges ahead.

**Responsibilities :**

Preparing reports and sharing with management.

Data entry in the excel and maintain the data.

Analyze business requirement and **MIS** preparation on

 Daily basis /weekly/monthly basis.

**SKILLS**

* Good analytical and interpersonal skills.
* Coordinated with team members to ensure achievement of all objectives.
* Prepared performance report to be presented to management.
* Ensure optimal utilization of analytical tools and recommended improvements.

**COMPUTER LITERACY**

Good knowledge of MS Office -Word, Excel, Power Point, Internet, Outlook etc.

Good knowledge of Advanced Excel (VLOOKUP, PIVOT, CHART, IF, NESTED IF, IFERROR, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, LOGICAL CONDITIONS, CONDITIONAL FORMATING, VALIDATION etc.

**ACADEMICS**

Intermediate: - 10+2th Passed from U.P Board Allahabad.

High School: - 10th Completed from U.P Board Allahabad.

BA Pursuing Allahabad state university.

**Work experience**

**Operations executive Dtdc courier and air cargo.**

**Data entry Report in mis excel and expert to logistics items received and**

**Dispatch.**

**2years Ex.logistics industry and supply chain and transport etc.**

**PERSONAL INFO**

**Father’s Name – Mr. Raja Ram Mishra**

**Marital Status – Unmarried.**

**Date of Birth – 12th September 1996**

**Language Known – Hindi & English.**

**Hobbies - Travelling, listening to Music & Playing Chess.**

**DECLARATION**

I hereby declare that the statements made in this resume are true complete and correct to the best of my knowledge and belief.

 **Name**

**Date:**

**Place: (NOIDA) Pavan Kumar Mishra**