**Ather Ahmed Khan**

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**Summary:**

* Overall 5 years professional experience.
* Excellent command over MS office tool and specially on Advance MS Excel
* Looking for analytical position to utilize skills
* Proficiency in working on MS- Excel, MS-Word, MS Office, MS Power Point
* All the data we can handling in Excel Sheet if required
* All Internet applications we can work.

**Skills:**

* MS office tools, English typing speed over 40 WPM (Alpha/Numeric) Excellent communication skills

**Experience:**

**IMAST PVT SOLUTION Nov’17 – Present**

**MIS Executive (Data Analyst) & Team Lead**

**Responsibilities:**

* Prepare Daily Bases Employee Report
* Using Formulas (Vlook-up, Pivot table, Count if, Conditional Formatting)
* Prepare MIS report on daily, monthly & yearly as per required by management.
* Generate long-term and short-term forecasts.
* Maintain data as per requirement of management authority by use of various aspects

like graphics, dashboard, pviot table etc

* Fill overtime and under time availability.
* Proficient in MS Word, MS Excel, MS PowerPoint.
* Co ordinate with other departments for the data to analyze and present the same for

the Improvement etc.

**Xerox Business Services, Indore Sep’13 – Nov’17**

**MIS Executive**

**Responsibilities:**

* Using Formulas (Vlook-up, Pivot table, Count if, Conditional Formatting)
* Finding customer details and putting in client’s application.
* Achieving 98%+ consecutively since 2 years and getting rewarded.
* Making Daily MIS Report like Daily Pickup and also making month Wise

collection & Day Wise collection Average and Many More etc.

**Teleperformance, Indore Feb’13 – Jul’13**

**Customer Service Representative (Voice)**

**Responsibilities:**

* Taken care of customer needs
* Resolved queries, requests and complaints on first call
* Achieved assigned KRA’s (Login, AHT, Quality, Adherence, Repeat)

**Personal Details**

Address : 309/B, Anoop Nagar NearKaakad, Indore (M.P)

Date of Birth : 08th April 1987

Current Location : Indore

Languages : English & Hindi

Hobbies : Playing Cricket, Listening Music

**Education:**

* BBA (Bachelor of Business Administration) from Christian Eminent College, Indore (affiliated to DAVV, Indore) with 61.73 %.
* Higher Secondary from Swami Vivekananda School Chanderi (M.P) affiliated with MPBSE with 61.00%
* High School from Govt. Higher Secondary School Chanderi (M.P) affiliated with MPBSE with 58.00%
* 1 Year Diploma In Computer Application

Signature: Ather Khan Place: Indore