**CURRICULUM VITAE**

**Anand Singh**

360, Sanjay Gandhi Nagar, Near Sai Baba Mandir,

Vile Parle (E), Mumbai-400099

Maharashtra

**Mobile No: 9540957353**

**Carrier Objective-**

To work in a professionally managed & well established organization. In order to contribute to my perpetually appetite to make career.

**Professional experience:-**

**Brand Marketing India.**

**Location :** Lower Parle (West).

**Designation :** Senior MIS.

**Period :** Mar 2018 to Till Date.

**Responsibilities:**

* Provide MIS Reports to the management and Client on a routine basis and weekly.
* Generating all Monthly Weekly & Daily reports Reports.
* Data verification and Data maintaining.
* Generating reports as per Managements required
* Downloading data and Upload data from different Portals (Amazon, Flipkart, and Myntra.)
* Follow-up with Vendors regarding Packing list, Invoice, Inspection, goods pickup and Payment.
* Cerate Purchase Order and Sales Order on **Logic**.

**Olympia Industries Ltd.**

**Location :** Goregaon (East).

**Designation :** Associate Analyst.

**Period :** Oct 2016 to Mar-2018

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**Responsibilities:**

* Provide MIS Reports to the management and Client on a routine basis and weekly.
* Generating all Monthly Weekly & Daily reports Reports.
* Generating Billing report by using SAP.
* Data verification and Data maintaining.
* Generating reports as per Managements required
* Downloading data from different Portals (Amazon, Flipkart, etc.)
* Preparation report like Customer feedback report, Maintain customer recode, Daily Shipment Report, Buy box, LTSF (Long term service fees), Inventory Reports, DOC (Day of Cover)

**Rivigo Pvt. Ltd.**

**Location :** Bhiwandi

**Designation :** OPC Executive.

**Period :** Mar 2015 to Sep 2016.

**Responsibilities:**

* Generating all Monthly Weekly & Daily reports with Presentation for all.
* Maintaining Data and Data Verification
* Generating the reports in SAP (PRD) to maintain the MIS reports.
* Generating report as per Management requirement.
* Dispatch Vehicle and Handle Team in HUB.
* Route staff sift Time to Time.

**Algol Management System Pvt. Ltd.**

**Location** : Gurgaon, (Haryana)

**Designation :** MIS Executive.

**Period : Dec 2013 to Dec 2014.**

**Responsibilities:**

* Maintaining Data and Data Verification
* Generating all Monthly Weekly & Daily reports.
* Generating reports as per Managements required

**Educational Details:-**

* Passed intermediate (10+2) with Arts.
* Passed B.A in MDU University.

**Professional Skill:-**

* Basic working knowledge of personal computer.
* Strong MS-Excel skill with advance formulas.
* MS-Office, MS-Word, MS-PowerPoint MS-Excel (Dynamic Pivot, Add Slicer in Pivot, Indirect function, Data Grouping, Conditional formatting, Advance Filters, Mathematics functions, Creating custom series, Validation and Etc, Use Formulas:- Index-match, Indirect, Offset, SUBSTITUTE, ABS, Vlookup, Hlookup and Etc., Create Sales, Inventory, Payment Reports, Track Inventory, Compare, Sales and Payment Monthly wise, Reporting Region wise, customer state wise, Brand wise, Category wise and Etc.

**Personal Details:-**

Date of Birth : 23rd Sep 1990.

Sex : Male

Nationality : Indian

Marital status : Married

Hobbies : Music & Watching Movie.

Language : Hindi, English.

**Declaration**:

Respected Sir **/** Madam**.**

I **Anand Singh** hereby declare that all the above details are true to my best knowledge. I am

Ready to move anywhere as per requirement of our organization.

**(ANAND SINGH)**