***Deepanshu Kumar***

Address*: Sectar-22, Gurgaon, India.*E-mail: *Deepanshukumarkmr1@gmail.com*Cell: *+91-9582336295*

***Career Objective***

An experienced and well-maintained professional having ample knowledge of BPO, Health insurance, banking sector, and seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favor of the company.

***Career Summary***

* Having 3 years of experience in MIS Executive.
* Publish Business resources, Incentive report, Roster Scheduling, Production report, performance reports daily, monthly and yearly, Billing and collection reports, payment forecast, MIS reports.
* Make business performance repots.
* Co-ordination of payment status and update charts and dashboard.
* Data analysis and MIS Reports.
* Verify and Process Invoice for payment.

***Computer Skills***

* Good Knowledge with Microsoft office kit –Power BI, MS Excel, Advance Excel, Macros, MS Access, Word & PowerPoint, basic knowledge of SQL.
* Oracle-ERP, GST, TDS.
* I have ample knowledge of all formulas and functions in excel.
* Ample knowledge of CRM (customer relation management) and documents.

***Professional Experience***

**AEGIS CUSTOMER SUPPORT SERVICES PRIVATE LIMITED-**

* Publish daily basis Attendance report, Roster Scheduling and Drop Roster, Tagging Report, Incentive report, KPI Report, daily, weekly and Monthly report, Tracking attendance and Prepare Invoice data, data Analysis of MIS Repots.
* Good Knowledge of CRM.
* Sent report to manger on daily basis as per need.
* Generate of MIS report and analysis of data.
* Prepare report on excel using different reporting tools and formulas.
* Report generates thru pivot table and pivot chart.

**VIPUL MEDCARE PVT. LTD. (Health Insurance)2017 – 2018**

* Generate of MIS report and analysis of data.
* Daily basis pay vendor payment reports.
* Generate invoice as per P.O.
* Publish daily booking performance report, attendance, incentive and profit-loss of repot.
* Sent report to manger on daily basis and as per need.
* Prepare report on excel using different reporting tools and formulas.
* Data analysis and maintain dashboard.
* Report generates thru pivot table and pivot chart.
* Vendor’s follow-up and settlement payment.
* Validation of documents and Claim invoice process for payment.
* Co-ordination account team for payment status and check UTR No. details.
* Handel payment escalation issues and resolve quickly.
* Responsible to deal providers on call and mail every day.

***Intelenet PVT.LTD. (State Bank of India) 2015*-2017**

* Generating & maintaining MIS report & chart- daily, monthly and yearly.
* Report generates thru pivot table, pivot chart and formulas basis.
* Sent report to manger on daily basis and as per need.
* Report generates thru pivot table and pivot chart.
* Make incentive report and attendance report end of the month.
* Data analysis and upload data CRM.
* Responsible for Led allocation.
* Responsible to deal customer on call every day and mail.
* Eligibility checking customer for SBI Credit-Card.

***Educational Qualification***

* BCA, Disha Institute of technology.
* MIS Certification from plain technologies.

***Key Skills and Strengths***

* Good analytical and planning skills.
* Good Accuracy and attention to details.
* Excellent problem analysis.
* Excellent judgment according to the situation.

***Personal Details***

* Fathers Name : Naresh Kumar
* Gender : Male
* Languages Known : English, Hindi
* Hobbies : MUSIC, Reading updated MIS tools.
* Address : H NO-184/2, MULAHERA, SEC-22, Gurgaon, Haryana.
* Mob. :+91-9582336295

Declaration:-

*I hereby declare that the above furnished information is true to best of my knowledge and belief*.

  ***Place:***

  ***(Deepanshu Kumar)***