

TAPAN KUMAR MISHRA

Address: F-222, Third Floor, Lado Sarai, Near Kali Mata Mandir, New Delhi, 110030, India

Phone number: +91-9582557525 **Nationality:** Indian

Email address: tapanmishra2010@gmail.com, tapanmishra2013@rediffmail.com

Objective

To obtain a position as an MIS Executive in a well-established organization that will utilize my skills thereby contributing to the company's growth.

Professional Experience

MIS Executive (12/2020 – Present)

TLC Relationship Management Pvt. Ltd, Jasola Dist. Centre, New Delhi

Responsibilities: -

- Daily Data Entry & update customer records with accuracy.
- Generate Daily/Monthly/Yearly Sales & revenue reports by using Excel functions which are being sent to the Hotel GM, Accounts Team, and HODs.
- Collated, Generated, maintained, and analyzed the company's quarterly and half-yearly Sales and performance reports.
- Collated and prepared P&L reports.
- Data Reports & Master Sales Database - Maintaining the Excel sheets/Google Sheets
- Analyze the actual sales versus the projected ones for each center
- Managing and storing customer data on Salesforce & Gravy.
- Prepare MIS report daily based and coordinating with the Manager and sending Final EOD & MIS reports to Management.
- Handling multiple reports, working with formulas, pivot tables, and various other Excel sheet components for accurate data.
- Tracking all customer data as well as their membership package and coordinating with the Sales/Customer Service department/Business Team.
- Data is distributed between respective centers after cleaning the raw data completely.

Office Assistant-cum-Mis Executive (HR-Department) - 10/2016 – 04/2020

Citizen Consultants (Client of Principal Employer M/s FedEx Express Transportation Services Chain Supply (India) Pvt. Ltd.)- (Alaknanda, New Delhi)

Responsibilities: -

- Responsible for all MIS activities of new joiners, left & transferred employees and maintained data as per requirement, and provided reports to the concerned department on a monthly basis.
- Taking care of onboarding—documentation of new joiner and exit formalities Issue different official letters like letters of Intent, Appointment, Increment, warning, etc.
- Employee Master MIS (Personal files of employees and keeping records). Takes follow-ups from other departments to resolve employee issues.
- Handling end to end Payroll process
- MIS on all HR activities such as Attendance, Performance Appraisals, etc. Generating & maintaining day-to-day MIS Data and updating the management Raising Weekly/Monthly invoices timely and following up with respective branches for payment.

- Coordinate with branches.
- To send all necessary reports to the head office.

Backend/MIS Executive (2013 – 09/2016)

Kaartikey Associates (Chhattapur Enclave Phase-2, New Delhi)

Responsibilities: -

- Drafting Property Legal Documents, Deeds, and Letters.
- Preparing the documents according to the Revenue Act/Law.
- Perform general data entry using Microsoft Excel and Word.
- Strong written and verbal communication skills.
- Excellent organizational and time management skills
- Great customer service and interpersonal skills
- Friendly, service-oriented personality
- Keen attention to detail
- Comfortable in a fast-paced environment
- Keep Client data accurate.
- Keep Registered/Unregistered Documents record.
- Follow up with clients to clear outstanding payments timely.
- Entire Master Client data Maintain.

EDUCATION

2014 Allahabad, India

BCA (Bachelor of Computer Applications)

Sam Higginbottom University of Agriculture, Technology and Sciences

2003 Orissa, India

Intermediate

Council of Higher Secondary Education

2001 Orissa, India

Matriculation

Board of Secondary Education

Skills

Languages: - English, Hindi, Oriya

Computer Skills: - Windows Family, Advanced Excel, Microsoft Office, Typing Speed: 40 + WPM

Strengths: -

Adaptable

Responsibility

Punctual

Hard-Working

Results driven.

Teamwork

Working under pressure

Self-Motivated

Permanent Address: -

At/Po-Golapokhari, Via-Tihidi, District-Bhadrakh, State-Orissa-756130, India