

# ARUN V V

## MIS EXECUTIVE

Al Qusais Industrial Area 1 - Dubai

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### PROFILE SUMMARY

Experienced professional with **6 years of expertise in Data analysis, financial accounts and market research**. Proficient in Microsoft Excel and Google Sheets for report creation and process optimization. Strong foundation in MIS and Accounts payable. Skilled at using AI to improve operational efficiency.

### KEY SKILLS

- Data Analysis & Reporting
- Financial Accounting
- Workflow Streamlining
- Order Processing
- Data Consolidation
- Document control

### TECHNICAL SKILLS

- Advanced Proficiency in Microsoft Excel (VLookup, XLookup, IF formulas, PivotTables, Power Query, and Macros)
- Experience with Google Sheets, Google Forms, and Google Apps Script (Beginner)
- Microsoft Dynamics NAV, Tally, Power BI

### WORK EXPERIENCE

#### MIS Executive | Everest Agencies | Kerala, India | Apr 2023- Jul 2024

Everest Agencies: Established electrical showroom specializing in leading brands like HAVELLS, L&T, and BAJAJ. Offers a comprehensive range of electrical products including switches, water heaters, LED fittings, and solar panels.

- Extracted, transformed, and analyzed data from sales, inventory, and financial sources for detailed reporting.
- Implemented an inventory management system, improving stock level monitoring and reducing stockouts.
- Developed a location capture mobile app for field executives to enhance tracking and operational efficiency.
- Developed an inventory management app that provides real-time SKU visibility across various locations to optimize inventory control.
- Design reports and dashboards using Excel and Google Sheets for effective data presentation.

- Streamlined procurement processes by implementing a Purchase Indent FMS, minimizing unnecessary SKU purchases and optimizing cost savings
- Provided support to the Accounts team, assisting with payroll records, travel reimbursements, and bill clearance.
- Created KPI reports for senior management to support supply chain decisions and profitability improvements.
- Generate concise reports on key metrics like sales, inventory, profitability, and payments.
- Communicate complex data insights clearly to technical and non-technical audiences.
- Collaborate effectively with cross-functional teams to enhance information flow.

### Accounts Assistant | SFO Technologies | Kerala,India | Feb 2020- Mar 2023

SFO Technologies is a leading global provider of electronics manufacturing solutions, serving industries like healthcare, aerospace, and automotive. With a strong international presence.

- Analyzed, prepared, and reviewed monthly payment plans and vendor accounts.
- Reconciled vendor statements and prepared weekly payment reports.
- Collaborated with suppliers and buyers to resolve Bill of Entry discrepancies.
- Led documentation team for timely and accurate make-ready documents.
- Performed month-end activities, including daily payment reports and duplicate payment checks.

### Marketing Survey Executive | Freelancer | Sep 2018- Feb 2020

- Distributing surveys (online, over the phone, or in person).
- Gathering and organizing survey responses.
- Analyzing survey data to understand customer behavior or satisfaction.
- Sharing findings to help improve products, services, or customer experience.

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## EDUCATION

B.com From Bharathiar University  
CMA(Not completed)

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## PERSONALDETAILS

Nationality : Indian  
Age : 28  
Marital Status : Single  
Languages Known : English, Malayalam [Mother Tongue]  
Visa Status : Visit visa

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