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RAJNISH SHARMA

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Suniya Vihar Delhi-90 Second
Pusta Near Bangali Gali 110090

► Education

- Bachler's degree
Completed in 2009
- Bachler's degree
Completed College Harish
Chandra University Varanasi

► TECHNICAL SKILLS

- Tally Prime
- MS Excel
- Google Sheet
- Google Doc
- Google Looker
- Google Studio
- Google AppSheet
- Chat GPT
- Deepseek
- Internet Surfing

► TOOLS KNOWLEDGE:

- Excel [Power Pivot Table]
- Excel Power Query
- Excel KPI
- Excel Chart
- Analytics Tools
- Excel Pivot Table
- Tally To Excel Integration
- Third Party Integration
- Google Sheet To WhatsApp
- Google Form

► BCI BUSINESS CONSULTEE INDIA

- IMS {Inventory Management System}
- FMS {Flow Management System}
- TMS {Task Management System}
- MIS {Management of Information System}

WORK EXPERIENCE [CURRENT JOB]

❖ Sr. MIS Executive (Paras Dress Material & Distributor) From 12th Feb 2023 till Date

- Update Regular IMS, and Task Management Sheet and other
- Database Management (Online and Offline)
- Regular Information Update
- System Updated Megafinance and Performance update
- System Troubleshooting

❖ Strategic Planning and Implement

- Collaborate with management to align MIS strategies with organizational goals.
- Identify opportunities to leverage technology for business growth and efficiency.

❖ Data Analysis & Reporting:

- Analysis data and making profitable Report
- Create Dashboard from Meaning full data

❖ System Maintenance:

- As per requirement system Manage and maintain the organization's information systems, including hardware, software, and databases.
- Ensure systems are up-to-date, secure, and functioning efficiently.

❖ Performance Monitoring:

- Day to day checking System and Data Storage, Monitor the performance of MIS systems and ensure they running as pre organizational needs.

PERSONAL CUM FAMILY

- 📄 Rajnish Sharma
- 📄 Age 10/06/1991
- 📄 Birth Place: Varanasi
- 📄 Marriage Status: Married
- 📄 Spouse Name: Reeta Sharma
- 📄 Daughter: Sanskriti Sharma
- 📄 Daughter: Kriti Sharma
- 📄 Brother 4 (Four)
- 📄 Mother Name: Sarita Sharma
- 📄 Late Father: Sri. Govind Nath

► Current Working Address

- 📄 Shalimar Bagh, Delhi. India.
- 📄 Paras Dress Material

► HOBBY

- 📄 Singing
- 📄 Cricket
- 📄 Learning Adopting New Tech

► ❖ Sales coordinator Anabond Limited (Marketing Department)

From 1st Dec 2017 to Jan 31st 2023 in Lucknow, U.P, India

- Keep Maintain good Relationship and satisfaction vendor (Dealer) and OEM
 - Create and build new **client** (Vendor or OEM) relationships
 - Understanding the Client requirement and full fill their need
 - Monitoring the team's progress, identifying shortcomings, and proposing improvements
 - Maintaining an organized and accessible filing system for sales and administrative professionals
 - Coordinating with other departments like sale, Account, Logistics to ensure and keep maintain smooth Operation
 - Reminder to head office's Account Team of Client payment from Dealer, OEM & distributors
 - Emailing for Payment Reminder to Dealers, OEM and Distributors
 - Maintain organized sales records and report month-end goal setting to the senior management team
 - Support senior management by completing orders and keeping customers informed of delays and delivery dates.
 - Attend essential sales training meetings and develop and understanding of all the company's services and products
 - Keep Maintaining all office file and update it time to time online office line.
- ❖ **Sales Executive in G-Mart (Retail Sales) Nathupur Varanasi from 1 May 2015 to Oct 2017 (FMCG) Department**