

# Dipika Vishal Ranjit

MIS ANALYST / RELATIONSHIP MANAGER



Deira Dubai. UAE.



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28/09/1987



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Multi-tasking Senior MIS Analytics Specialist with +15 years of work experience in commercial and banking sector. Apart from my ability to effectively read, interpret and analyze the data, I have been able to work cohesively in a team, and work with managers and team at all levels of responsibility. Good Interpersonal skills has helped me to communicate and present information effectively to cross functional teams.



## Work Experience

11/2022 – 05/2023

### ● MIS Analyst cum Relationship Manager

ICICI BANK Limited

- Prepared targets V/S achievement MIS of team and sent to the Zonal head.
- Prepared monthly, weekly & fortnightly performance MIS and sent to the heads.
- Prepared performance PPT of team and sent to the heads.
- Client Interaction, coordination and handling their day-to-day Services, Operation & Grievances.
- Extract wealth clients pool, analyze, report, and visualize accurate data in accordance with business and Management requirement.
- Proactively identifying opportunities to enhance business.
- Improving efficiency and accuracy by automating data,
- Supporting leadership team to analysis the data.
- Data collection & entry as needed, Data mining & Problem solving.
- Ability to clearly communicate with managers & associates at all levels.
- Ability to work productively & efficiently in an independent setting.
- Excellent attention to detail & work with the highest level of accuracy.
- Knowledge of banking products.
- Strong analytical, resolving, data analysis, listening & communicating skill.

12/2017 – 08/2022

### ● Senior MIS Executive- Analytics

Meru Mobility Tech Pvt Ltd. (Group of Mahindra Logistic)

- Analyze the day-to-day Business Operations, Financial Transactions, Vendor Management
- Analysis of number of Rides, Supply of vehicles, pricing dynamics, Invoice reconciliations.
- Improving efficiency & accuracy by automating data collection, analysis & reporting processes,
- Proactively Identifying opportunities to enhance MIS reporting system, tools, and processes.
- Ensuring data integrity by implementing data quality controls & validation procedure
- Carry out reconciliation to detect and resolve data discrepancies.
- Assisting in the creation of various PowerPoint decks, periodic reports & documentation.
- Prepared board level presentation.
- Present analysis in easily digestible standard reports.
- Supporting leadership team how to interpret data trends and needed.
- Charting & graphing of data reporting purposes.
- Dashboard preparation and dissemination of monthly performance reports of city heads, supervisors and
- Prepared Financial Reports, Dashboards and Monthly P&L
- Prepared Projection Report to identify changes and areas to improve upon for future projects.
- Client Visit, Interactions, coordination and follow ups on MIS, Payments, Grievances
- Processed reconciled file for vendor and driver payment.

04/2016 – 12/2016



MIS Executive

BILKISH Associates Pvt. Ltd.

Preparing Monthly Dashboards, Reports, for business operations of collection & recoveries  
Allocation of recovery case to the centers based on the defined parameters.

05/2007 – 12/2015



Senior System Coordinator

BILKISH Associates Pvt. Ltd.

Handled allocation of whole portfolio of recovery accounts of various banks like MASHREQ BANK, ADCB, RAS AL KHAIMA, BARCLAYS, HSBC DUBAI etc. (almost all Dubai & Qatar banks).  
Handled various bank product like credit cards, home loan, personal loan Maintaining daily MIS, sending case status to bank,  
Handled data entry, preparing report for the management, and maintaining TAT



Education

- HSC
- TY BCOM

Additional Certifications

- MS – CIT,
- Advanced Excel

Skills

Motivated	<div><div></div><div></div><div></div><div></div><div></div></div>
Passionate	<div><div></div><div></div><div></div><div></div><div></div></div>
Communication Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
Interpersonal Skills	<div><div></div><div></div><div></div><div></div><div></div></div>

*Available in Dubai on Sponsorship (Husband) Visa and ready to join on immediate basis.*

*Dipika Ranjit.*