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| Senior MIS Executive  jebastin rajasingh | Phone: +91 8610313287 |  Email: jebastintest@gmail.com  Address: 1/54 N.S.K Street, Pammal  Chennai – 600075 |

# Objective

To work within an organization offering dynamic professional environment which will help me to achieve the goals of the organization and simultaneously enhance my skills and knowledge and skills to fulfill the needs, goals, vision and mission of the company.

# Skills

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| * Power BI * Advanced Excel, word, outlook. * Macros * Data Analysis * Dashboards & Reporting |  |  |

# Work Experience

**alyst – Nthrive Company-** Chennai - Nov 2016 – Oct 2019

* MIS Preparation of Daily/Weekly/Monthly reports generate.
* Monthly Invoice Reports Maintaining.
* Monthly/Yearly Performance Reports generate.
* Ad -hoc Reports.
* MIS Preparation of Daily/Weekly/Monthly records & Data Management.
* Data Reports- Maintaining on the excel sheets
* Using Macro and creating as per need with automation
* Taking care of various reports & team huddles.
* Connecting to data sources, importing data and transforming data for Business

Intelligence.

* Developing visual reports, dashboards and KPI scorecards using Power BI desktop.
* Resolve the problems by clarifying issues, researching, and exploring answer and

alternative Solution

* Able to integrate Power BI reports into other applications using embedded analytics

like power bi.

**Projects:**

**Automatic file transfer:** developed a macro to transfer the files automatically from local machine to FTP server and vice versa, using batch script. **10 HC’s savings** is the result of this project.

System engineer - E4E Healthcare Company**-** Chennai - Aug 2013 – Nov 2016

* Assured clear communication with all groups involved in the projects.
* PC setup and installation, as well as various peripherals.
* Preventive maintenance of all Project database and Project related software.
* File Managing and files retrieve for team request.
* Responsible for Inventory and backup maintained.
* Maintaining complete daily basic file count and inventory count.
* Supervised and performed the installation of new system software and desktop

computer.

* Updated management on a regular basis through reports, email, and presentations.
* Documented and maintained supply of all required inventory.

Executive - E4E Healthcare Company**-** Chennai - Jan 2011 – Aug 2013

* Provide support and maintenance to existing management information systems

(MIS).

* Generate and distribute management reports in accurate and timely manner.
* Develops MIS documentation to allow for smooth operations and easy system

maintenance.

* Provide recommendations to update current MIS to improve reporting efficiency

and consistency.

* Develop MIS system for customer management and internal communication.
* Generate both periodic and ad hoc reports as needed.
* Understand customer problems and provide appropriate technical solutions.
* Analyze business information to identify process improvements for increasing

business efficiency and effectiveness.

* Participate in cross-functional meetings to resolve recurring customer issues.
* Provide customer support and assistance in issue troubleshooting and resolution.

Technical & Other Skills

* Basic Hardware installation and Trouble shooting.
* Having Knowledge in MS-Word, MS-Excel and Power Point basic.
* Knowledge in Basic level LAN sweeper.
* OS installation and Troubleshooting (XP, Win7).
* Configuring mails in Outlook, Microsoft Outlook and basic Trouble shooting.
* FTP configuration and SFTP configuration.
* Installing various software like Microsoft office.
* File Downloading and uploading from Client FTP server.

**Education Summery**

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| --- | --- | --- | --- | --- |
| **Courses** | **Discipline / Specialization** | **School/College** | **Year of Passing** | **Percentage** |
| B.Sc | Computer science | TMG college of arts and sciences, Chennai | 2010 | 60% |
| HSC | General | Contonment Board High School | 2007 | 50% |

**PERSONAL PROFILE:**

Name : J.JebastinRajasingh

Father Name : J.Jeya Raj

Date of birth : 04.04.1990

Gender : Male

Marital Status : Unmarried

Religion : Chistian

Nationality : Indian

Languages known : Tamil & English

Permanent address : 54 N.S.K Street,

Krishna Nagar,Pammal

Chennai – 600075

# DECLARATION

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

Place: Chennai Yours Sincerely

Date: (J. JEBASTIN RAJASINGH)