

MIS EXECUTIVE

ROHAN D THITEKAR

Cell no : +91 9156996844

Email ID : rohanthitekar@gmail.com

Skype ID : rohanthitekar@live.com

Bot IM : +91 9156996844

B-401/402 Guru Bandhu Apt
Nilemoregaon
Nalasopara west
Palghar 401203
Maharashtra



OBJECTIVE

To make contribution to the organization to the best of my ability and to develop new skills and share my knowledge while interacting with others and achieve new height.

ACADEMIC QUALIFICATION

- TYB.com from Mumbai university (Nov 2014)
- H.S.C (Commerce) from A.D. K College, Kandivali(w). Mumbai. (Feb-2007)
- S.S.C from Maharashtra Board. (March-2004)

TECHNICAL SKILLS

- Email, Dashboard, MIS, PPT, Advance excel, outlook
- Will be required to support other internal software like (EPR,Ginesys,Zoho)

WORK EXPERIENCE

- Mis Executive - M/s HERBOLAB INDIA PRIVATE LIMITED (Since Sep 2023 to till date)
- Mis Executive – The Bombay Store (Since July 2020 to Aug 2023)
- Back office executive – Titan company (Since June 2018 to June 2020)
- Data entry operator – Unibeton Ready Mix LLP (Since Dec 2015 to Sep 2017)

Job Profile

- Preparing allocation file and doing allocation as per the sale to respective store.
- Allocate the stocks as per the store performance. Compliance of Range Plan, and check with Supply planning team for right allocations as per agreed plan and timelines.
- Ensure desired level of inventory is maintained in each store.
- Preparing Order file and share with buyers.
- Daily stock update and share stock report with respective store managers.
- Making purchase order Modify and cancel Purchase order.
- MIS Preparation of Daily/Weekly/Monthly records & Data Management.
- Preparing weekly SNOP report/Monthly review file.
- Setup new vendor also change MRP/CP/description/section/department, create new SKU.
- Ensure all products are price tagged and bar-coded before display.
- Analyze the actual sales versus the projected ones for each department.
- Making data of working process sheet of excel.
- Prepare corresponding & sending Regular Report via Email.
- Working in excel as per data in filter, Pivot table & VLOOKUP.
- Generating MIS Reporting as per company Requirement.

PERSONAL DETAILS

- Nationality :- Indian
- Marital status :- Single
- Place of Birth :- Mumbai Borivali
- Date of Birth :- 16th July 1988
- Passport no :- M4899999
- Date of Issue :- 31/12/2014
- Date of expiry :- 29/12/2024

HOBBIES

Surfing, Watching Movies, Sports.

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Yours faithfully,

Place:-

Rohan D Thitekar