

RESUME

SURAJ MORYA

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Career Objective:

To obtain a responsible and challenging position in a competitive and disciplined work Environment, where I can use my full knowledge & skills to achieve the goals and objectives Of the organization.

Work Experience:

- Currently working with **Sharp-N India (Pinaken), Noida** as MIS Executive From 11 February 2022 to till date.
- 1 Year 9 Month Experience in **MAPSS and Company, Ghaziabad** as MIS Executive From 18 May 2020 to 8 February 2022.

Responsibilities:

- Prepare Daily, Weekly, Monthly Report.
- Preparing Day End Report.
- Represent data for Higher Management.
- Managing all MIS activity of the process.
- Ensure timely resolution of queries from different departments.
- Coordinate with process managers for data collation and reporting.
- Preparing PowerPoint Presentation according to requirement.
- Build and maintain defined reports.
- Prepare Sale's, Collection and Due Amount report.
- Prepare Stock in & Stock Out report.
- Enter data into computer invoicing system and file with customer information.

Skills :

- Excel Vlookup, Hlookup, Index-Match, Pivot Table, Sumifs, Countifs, Nested Ifs Conditional-Formatting, Filter, Macro, Advanced Excel etc formulas.
- MIS Reports, Invoicing Processing System.
- Microsoft Power Point, MS Word & Mail Merging.

Education Qualification:

- BCA from CCS University in 2019.
- 12th passed from UP Board in 2016.
- 10th passed from UP Board in 2014.

Strength:

- Positive Thinker
- Punctual
- Quick learner
- Hard worker

Personal Information:

- Father's name : Mr. Sudama Morya
- Date of birth : 06-July-1999
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian
- Languages Known : Hindi, English

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

(SURAJ MORYA)