

# Sunny Shah, MIS EXECUTIVE

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HN. D2/312, Hanuman Mandir gali, Street no. 6, Sonia Vihar, North East Delhi-110094, India  
+91 - 9205070167 | [SunnyShah0786.ss@gmail.com](mailto:SunnyShah0786.ss@gmail.com)

## Summary

Qualified operation executive with 1.5 years of experience excellent and organizational skills with open minded and cheerful team player with the ability to adapt to new technologies. Good knowledge in MS office. (Pursuing Data Analyst)

## Skill & Abilities

- **Certificate of excel learning and Google Workspace**
- Daily Prepare check list and ensuring that works are completed and reported directly to the reporting manager.
- Update all type of database with new employee information, including contact details and employment forms.
- prepare recruiting metrics and reports to key stakeholder (Open/filled requisitions, time to fill, source, etc.)
- Position creation and candidate management within success factor ATS system.
- Complete proficiency in MS office suite and google suite.
- Drive ATS solution as system of record for recruitment data, ensure alignment with global design with stakeholder across.
- Releasing the offer letter in bulk in giving time.
- Created Business Presentation and making Dashboard
- Well organized and have the ability to finish the work before the deadline Compile the file, generate report, Making PPT Presentation
- Maintaining MIS for talent Acquisition Team including Recruiter wise report.
- Department wise reports
- Sources Analysis
- Billing cost management of Consultants.
- Automation of Talent Acquisition Process and create new process.
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## Technologies

- **MS EXCEL**
- **MS PowerPoint**
- **HTML**
- **Google Workspace**
- **Basic Java Script**
- **Automated Emails**
- **Whatsapp Marketing and Email Marketing**
- **Basic PowerBi**
- **Knowledge of APIs**

## Experience

- **MIS Executive-Talent Acquisition** | **Milkbasket (Reliance Retail, Gurgaon)** | Nov 2022 - PRESENT
- **MIS Executive-Account and Finance** | **JustDial, Noida** | May 2022 - Oct 2022
- **MIS Executive-Operation and Marketing** | **Lamiwood Flooring, Gurgaon** | Mar 2021 - May 2022

## Education

- B-COM | JUN 2018 - SEP 2021 | SOL, Delhi University – Delhi

## Personal Details

Name:	Sunny Shah
Sex:	Male
Marital Status:	Single
Date of Birth:	16 <sup>th</sup> Feb 2000
Father's Name:	Mr. Prakash Shah
Language Known:	English, Hindi