

Data Entry with 5 Years of Experience

SOFTWARE KNOWN:

- Operating System : Windows Server2008/ Windows 7/ XP
- Programming Language : C#, .Net
- Database : MS-Access, SQL-Server 2005
- Application : Ms-Office 2003/ 2007/ 2010.

PROFESSIONAL QUALIFICATION:

Graduation course in Software Engineering

EDUCATIONAL QUALIFICATION: _____

- MCOM
- B.COM

PROFESSIONAL EXPERIENCE:

Resource Management Group (Assistant Manager)

- Preparing IMS Dashboard: Resource Fulfillment, OTR, Internal Fulfillment ratio, Fulfillment Time Provided and Delivered.
- Extracting Employee Master from SAP month on month basis.
- Handling solely whole IPMS Portal for all IMS projects.
- Timely allocation and release of resources where in keeping a keen eye on movements of resources.
- Coordinating with EDGE team and creating data based on SOP parameter.
- Successfully incorporated Online Dashboard.
- Resource Management – Forecasting, Demand Management, Cost reduction.
- Creating RMG Dashboard for monthly reviews for top management with executive summary.
- Supporting RMG and RDG team on day to day data requirements.
- Preparing daily, monthly and yearly MIS reports.

The Crime and Criminal Tracking Networks and Systems (CCTNS)

- Work on CCTNS Knowledge Portal by maintaining Project related documents.
- Work in SAP - Creating/Modification of Project Codes

- Work in IPMS - allocation and deallocation of India BU members
- Coordination with Project Managers and Team
- Tracking Project Status and reporting risks.
- Preparing daily, monthly and yearly MIS reports.
- Documentation for Pre-Sales Bid.
- Managing Assets allocated to different personnel.
- Collation of data basis real-time status and share progress on a monthly basis.
- Coordinating with the teams across BU's and Organization support groups.
- Work on Integrated & Financial Plans.
- Worked on BCP/EPM report generation feature.
- Creating Purchase Requisition (PR) in SAP for India BU Projects.

Border Security Force (BSF)

- Trained BSF officers in SQL Server 2005 and MS – Office suite.
- Maintain daily and weekly Data entry reports.
- Tackle Technical and Non-Technical problems raised at FTR or BN levels.
- Vendor and Client management.
- Maintaining client relationships by offering strong significant management and keeping an eye on demands that had earlier been avoided.
- Helped in mitigation of issues helping completion of Data Digitization at various locations across India.
- Helped in tracking, recording and resolution of issues.
- Coordinating with multiple teams plotted at different locations for day to day challenges.
- Preparing presentations for higher management.
- Created Data entry application in VBA.
- Preparing daily and monthly MIS reports.
- Preparing Dashboards with Summary.

KEY STRENGTHS

- Strong analytical & organizational abilities with adeptness in formulating Software Engineering.
- Good management & communication skills.
- Creativity, positive attitude, patience & inquisitiveness.