**CURRICULUM VITAE**

**UMESH GANESH NACHANKAR**

Permanent Address – 28/64, New Jayfal Wadi, Police Camp, Tardeo, Mumbai- 400036

Date of Birth – 16th Jul 1984

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**Summary of Educational Qualification**

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| --- | --- | --- | --- |
| **Exams** | **Board/University** | **Passing Year** | **Percentage** |
| B.COM | Mumbai University | 2005 | 56% |
| HSC | Mumbai Board | 2001 | 50% |
| SSC | Mumbai Board | 1999 | 55% |

**COMPUTER COURSE**

Completed computer certificate Course in computer operating (MSCIT) with 68%

**Work Experienced**

**Gemini Oil Pvt. Ltd. on behalf of Sun trek Consultancy from June 2016 to Nov 2022**

**Position – SR. MIS Executive**

**Job Profile**

Prepare weekly /Fortnightly/ monthly performance PPT.

Prepare daily / weekly / monthly sales report (in the form of count and variance) state wise, team wise, SKU wise, Distributor wise, Location Wise.

Prepare monthly review report & revenue Report, daily and monthly target vs. achievement report, monthly and daily stock and sale report.

Preparing promotion data and upload in the system.

Maintain Database in Excel on Daily, Monthly and Yearly basis.

Developing and updating reports specific to various departments of client as per their requirement

Prepare adhoc reports as per requirements.

Process the scheme payout of the distributor

Co-ordinating with filed staff, distributors and resolve the grievances regarding scheme, stock.

Prepare live dashboard in sales force as per management requirement.

Preparing automated dashboard, new templates in excel with using formulas.

Provide assistance related to data, reports, and dashboard.

Process the vendor bills like courier, stationery, and employee reimbursement to finance.

Incentive calculations monthly, quarterly, and yearly as per clauses.

Prepare vendor monthly payout report.

Resolve employee grievances regarding salary, attendance, leave

Maintaining employee master database in excel and update in system.

Handling joining and exit formalities.

Maintaining attendance, leave management and salary muster in Excel.

**Tech Mahindra Business Solutions on Behalf of Future Staffing solutions Pvt ltd, Mumbai Jan 2014 to April 2016**

**Position – Analyst**

**Job Profile:**

Extract report from system and SQL on daily basis.

Prepare daily / weekly / monthly client reports at a center level within prescribed timelines

Prepare daily / weekly / monthly internal reports within prescribed timelines

Maintain Daily, Month till date & year till date reports and data.

Developing and updating reports specific to various departments as per requirement

Prepare adhoc reports as per requirements by team lead.

Upload data in SQL with provided query.

Run the various type of process/report as per management requirement.

Analyzing various types of Data and Creating, Maintaining & Updating day to day Management Reports & Dashboard

Preparation of the Presentations for the Monthly & Quarterly Business Review with the operations

Prepare call report, sales report, upgrade report (Agent wise, Queue wise & Department wise)

Prepare survey report (CSAT) For Mumbai and Australia.

Prepare Dashboard, Consolidated reports.

**Worked with Citi Fone Deals Pvt. Ltd. (Mumbai)**

**Position - MIS Executive June 2009 to Nov 2013**

**Job Profile:**

Spool data on Daily basis.

Prepare daily, monthly, fortnightly reports sales reports.

Prepare sales report manually & from System generate on daily basis

Coordinating with sales staff, RM regarding data, sales.

Maintain daily target vs. achievement report, monthly achievement report,

Prepare sales comparison report

Maintain Daily, Month till date & year till date reports and data.

Prepared dashboards, consolidated reports and exceptional report

Co-ordinate with RM/SM concern regarding employee incentive, Sales

Prepare Incentive, Targets, and Review reports.

Prepare attendance, salary register, leave management.

Prepare Master data of employee on fortnightly & monthly basis

Prepare Appointment Letter, Service Letter, Offer Letter, F & F Sheet

Handling joining formalities as well as complete the exit formalities

Prepare Incentive, Targets, Review reports,

Prepare and flash the MIS accurately and on time.

**Professional Achievements**

**Certification of Applause in reporting from Tech Mahindra Business Solutions**

**Skills**

Good at Excel to prepare different Type of reports.

Proficiency in V Lookup, H Lookup, Pivot Table, Various Formulas, Shortcut Keys, Functions. Basic MS Access & SQL Knowledge, Basic Macro. Experience working on Sale Force, Hyperion, My BI Tool, Qlicksense

**Languages Known: -**

**Marathi**

**Hindi**

**English**

**Activities and Interests: -**

Playing Cricket, Listening Music, Reading.

**Yours Faithfully**

**(Umesh Nachankar)**