

KULDEEP SINGH

Senior MIS Executive | Reporting Analyst Delhi NCR

9911057483 | ✉ kforkuldeep550@gmail.com

PROFESSIONAL SUMMARY

Senior MIS Executive with 10+ years of experience in MIS reporting, sales operations support, data analysis and management reporting. Strong expertise in Advanced Excel, Basic SQL and MS Access for data extraction, validation and automation. Proven ability to handle large datasets, incentive calculations, inventory tracking and stakeholder coordination.

CORE SKILLS

- Advanced MS Excel (Pivot Tables, Power Pivot, Power Query)
- Excel VBA & Macros (Report Automation, Data Cleaning, Process Optimization)
- MIS Reporting & Dashboard Development
- Data Analysis & Data Management
- SQL (Basic – Queries, Joins, Data Extraction)
- MS Access (Database Handling, Forms & Reports)
- Monthly / Weekly / Daily Management Reporting
- Data Validation, Reconciliation & Accuracy Control
- Process Improvement & Automation
- Stakeholder & Management Reporting

Advanced MS Excel (Pivot Table, VLOOKUP/XLOOKUP, IF, Dashboards)

Basic SQL (SELECT, WHERE, JOIN, GROUP BY, HAVING)

MS Access (Queries, Reports, Database Handling)

MIS & Management Reporting

Sales & Operations Support

Incentive & Inventory Management

Data Accuracy & Validation

PROFESSIONAL EXPERIENCE

Shivtel Communication – Assistant Manager – Operations (MIS) | Sep 2023 – Dec 2025

Prepare daily IVR & SMS sales MIS reports for management review

Upload, validate and monitor calling data on panel

Generate zone-wise sales performance reports

Resolve client queries and provide sales support

Monitor panel congestion and coordinate with operators

Paytm – Senior MIS Executive | Nov 2018 – Sep 2023

Prepared daily, weekly & monthly MIS reports for sales operations

Allocated sales data to field teams and monitored performance

Created dealer-wise & HM-wise performance reports

Calculated PSA weekly & C-PSA monthly incentives

Managed inventory tracking and reporting

Videocon d2h – MIS Executive | Apr 2015 – Nov 2018

Developed daily MIS and monthly performance dashboards

Responded to management and client data requirements

Performed data validation, error correction and accuracy checks

Maintained process-level MIS reporting

Prime Industries Ltd. – Data Entry Operator | Jul 2013 – Feb 2015

Data entry, verification and reporting support

EDUCATION

MCA – Gautam Buddha Technical University

BCA – Chaudhary Charan Singh University

TOOLS & TECHNOLOGIES

MS Excel | SQL | MS Access | MS Word | Google Sheets