

KARAN RAJ



9716645517



rjkaran224488@gmail.com



[LinkedIn](#)

SUMMARY

Eager to leverage analytical skills and a passion for data-driven decision-making to deliver actionable insights and support organizational goals. Adept at interpreting data, generating reports, and identifying trends to drive operational efficiency. Committed to continuous learning and professional growth in data analysis to contribute effectively to team success and business objectives.

SKILL

➤ DATA ANALYTICS TOOLS

- Advance Excel:- X-lookup, V-lookup, Filter, IF Functions, Pivot Table, Data Validation, Conditional Formatting, Groupby Function
- Data Visualization tool “**Power BI**”
- MYSQL:- Data Manipulation Language (DML) It includes different commands such as select, insert, update, delete, merge etc., Data Definition Languages (DDL) It includes different commands such as create, alter, drop, truncate, comment, rename etc., Data Control Languages (DCL): Which deal with the rights and permissions of database system. It includes commands such as grant and revoke.
- Pursing in PYTHON:- Numpy, Pandas, Matplotlib etc.

WORK EXPERIENCE

MIS Executive

Packman Packaging Private Limited, Greater Noida

(APR-2024 TO PRESENT)

➤ Data Collection and Analysis:

Working on master data to ensure its accuracy, consistency, and reliability.

Collecting and analyzing data related to various aspects of business operations.

Collected and aggregated job numbers from various sources, updating them in ERP (FINSYS) software to ensure accurate record-keeping and production tracking.

➤ ERP Software Utilization:

Utilized ERP (FINSYS) software for comprehensive management of production line operations, including machine planning and job tracking.

Exporting different types of data from the ERP system to support various business functions and analyses.

➤ Order Processing:

Prepared and managed purchase orders and sales orders daily using Excel, ensuring accuracy and timely processing.

Developed and maintained Excel templates to streamline data entry and reporting.

➤ **Machine Planning and Job Coordination:**

Planned daily machine schedules in ERP (FINSYS) software based on incoming purchase orders, optimizing production efficiency.

Generated and distributed job sheets to supervisors, facilitating effective task execution and workflow management.

➤ **Continuous Learning:**

Staying updated with emerging technologies and best practices in MIS to enhance efficiency and effectiveness.

Junior MIS Executive

Axis Bank (Payroll through Qness Corp Limited), Noida

(JAN-2023 TO AP2024)

➤ **Data Accuracy and Quality Control:**

Conducted daily audits of FTR (First time Resolve) and FTNR (First time not Resolve) data, identifying and correcting discrepancies to ensure data integrity before final audits.

➤ **MIS Reporting:**

Prepared and analyzed various types of MIS reports on a daily basis, including Actual vs. Achievement, DIP OK (Data Integrity and Processing OK), and Login Reports.

Utilized reporting tools and Excel to deliver actionable insights and performance metrics to senior management.

➤ **Leadership and Coordination:**

Led and coordinated with cross-functional teams to manage and streamline MIS operations, ensuring effective communication and alignment with departmental goals.

Acted as a key liaison for resolving operational issues and implementing process improvements.

➤ **Process Improvement:**

Implemented process enhancements that improved the accuracy of data reporting and streamlined workflow efficiency.

Customer Service Representative

HDFC Bank (Payroll through Eureka Outsourcing Pvt. Ltd.)

(JUN-2022 TO JAN-2023)

➤ **Financial Reporting and Analysis:**

Prepared and maintained Manual Banking and Perfios reports, contributing to effective financial tracking and decision-making.

Analyzed financial data to provide insights and support the credit approval process.

➤ **Credit Approval and Financial Documentation:**

Utilized LS software to prepare and manage Credit Approval Memos (CAM) and Financial Statements, ensuring accurate and timely documentation for credit processing.

Conducted thorough audits and analyses of CAMs and Financial Statements to verify accuracy and compliance with banking standards.

➤ **Process Improvement:**

Implemented process enhancements to streamline document verification and financial reporting, improving overall efficiency and accuracy.

EDUCATION

DEGREE	BOARD	YYYY
BACHELOR	PURSING B.COM FROM UNIVERSITY OF DELHI (SOL)	2025
INTERMEDIATE	BIHAR SCHOOL EXAMINATION BOARD	2021
MATRICULATION	BIHAR SCHOOL EXAMINATION BOARD	2019

CERTIFICATION

- Diploma in Diploma In Office Automation & Publishing (DOAP) From Rajiv Gandhi Saksharta Mission.
- Certification in Data Analyst from GrasTech.

PERSONAL DETAILS

- FATHER NAME:- Late. Abhinay Kumar Bharti
- DATE OF BIRTH:- 04 APRIL 2004
- BIRTH PLACE:- Bihar
- NATIONALITY:- Indian
- PERMANENT ADDRESS:- Afzalpur Puraina, Vaishali (BIHAR), 843114
- CURRENT ADDRESS:- Kuleshra Sutyana, Greater Noida, GB Nagar (UP), 201306
- MARITAL STATUS:- Unmarried

Links

- LINKEDIN :- <https://www.linkedin.com/in/dakaranraj>
- PORTFOLIO :- <https://www.thedataguru.in>