

# Resume

## Jatin Bisht

MIS Executive | Data Analyst (Beginner) Phone: 8800231275 Email:jatinbisht141@gmail.com Location: New Delhi

## Professional Summary

Motivated and detail-oriented aspiring MIS Executive and Data Analyst with hands-on experience in Excel dashboards, Power BI reporting, SQL-based data extraction, and VBA automation. Skilled in managing Google Forms-based reporting systems, data cleaning, and documentation. Currently pursuing a Bachelor of Arts from IGNOU and seeking an entry-level opportunity to apply analytical and MIS skills in a professional environment.

## Skills

### Technical Skills

- Advanced Excel: VLOOKUP, HLOOKUP, Pivot Tables, Charts, Data Cleaning
- VBA, SQL, Power BI, Power Query
- Google Workspace: Google Sheets, Google Forms
- MIS Reporting & Documentation

## Projects (Academic / Self-Learning)

- Excel MIS Dashboard – Built analytical dashboards using Pivot Tables, formulas, and charts to track key metrics.
- Power BI KPI Dashboard – Designed an interactive dashboard for KPI analysis, trends, and performance insights.
- VBA Automation Project – Created macros to automate repetitive tasks such as data cleaning, formatting, and report generation.
- SQL Data Analysis Project – Used SQL queries to extract, filter, and analyze data from sample datasets.
- Google Forms + Sheets Automation – Developed a live data collection & reporting system using Google Forms integrated with Google Sheets.

## Education

Bachelor of Arts (B.A) – Pursuing  
Indira Gandhi National Open University (IGNOU)  
Expected Completion: 2027

Senior Secondary (12th) – NIOS  
Year of Completion: 2023

## Personal Details

- Date of Birth: 05-01-2004
- Languages: Hindi, English