

Sagar

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SUMMARY

Results-driven MIS Executive with 6+ years of experience in MIS Reporting, Data Analysis, Inventory Management, Accounts Operations, and Data Management. Skilled in preparing accurate business reports, maintaining large datasets, performing data reconciliation, and supporting management with actionable insights. Proficient in Advanced MS Excel, Tally Prime, Focus 9, ERP Systems, Dashboard Reporting, and Inventory Analysis. Strong analytical, reporting, and problem-solving abilities with a focus on accuracy and operational efficiency.

EDUCATION

Pursuing

Bachelor of Arts (B.A.), Status: Ongoing

UP Board

12th Pass, Status: Completed

UP Board

10th Pass, Status: Completed

EXPERIENCE

MIS Executive / Account Executive

Nov 2025 – Present

ASPS International LLP

Key Responsibilities and Achievements

- Prepare Daily, Weekly, and Monthly MIS Reports.
- Generate inventory and stock analysis reports.
- Maintain data accuracy and reporting standards.
- Perform stock reconciliation and variance analysis.
- Manage ERP and Tally data records.
- Coordinate with accounts, purchase, and operations teams.
- Support management through business reporting and analysis.
- Prepare management dashboards and operational reports.
- Improved reporting accuracy through systematic data verification.
- Streamlined inventory reporting process.
- Maintained error-free documentation and records.

MIS & Stock Audit Executive (Freelance)

Jan 2025 – Present

Key Responsibilities

- Conduct stock audits across multiple industries.
- Analyze stock data and prepare audit reports.
- Perform inventory verification and reconciliation.
- Generate client-wise MIS reports.
- Ensure data accuracy and compliance.

Mis Executive / Stock Audit Executive

Mar 2023 – Jan 2025

Amit S. Agrawal & Co.

Key Responsibilities

- Conduct physical stock verification.
- Prepare audit findings and MIS reports.

- Analyze inventory discrepancies.
- Maintain audit documentation and compliance records.
- Support clients with inventory reporting requirements.

Store Incharge

Apr 2021 – Feb 2023

Godrej Smart Care

Key Responsibilities and Key Achievement

- Managed daily inventory operations.
- Maintained stock records and movement reports.
- Prepared stock status and utilization reports.
- Coordinated inward and outward material handling.
- Ensured proper documentation and record maintenance.
- Maintained high inventory accuracy and smooth store operations.

Data Entry Operator

Jun 2020 – Feb 2021

Flipkart Warehousing

Key Responsibilities

- Managed inventory-related data entry activities.
- Updated stock records and databases.
- Generated operational reports.
- Maintained accurate records and documentation.
- Assisted in inventory reconciliation processes.

TECHNICAL SKILLS

MIS Reporting

Advanced MS Excel

Pivot Tables & Pivot Charts

VLOOKUP / HLOOKUP

XLOOKUP

Data Analysis & Validation

Dashboard Preparation

Management Reporting

Data Reconciliation

Inventory Management

Stock Auditing

Tally Prime & Tally ERP

ERP Software Operations

E-Invoicing & E-Way Bill

Bookkeeping

Report Generation

Documentation Management

Data Entry Management

Process Improvement

Team Coordination

MS Excel: Pivot Table

MS Excel: VLOOKUP

MS Excel: HLOOKUP

MS Excel: XLOOKUP

MS Excel: Conditional Formatting

MS Excel: Data Validation

MS Excel: IF Functions
MS Excel: Filters & Sorting
MS Excel: MIS Reports
MS Excel: Dashboard Creation
Software: Tally Prime
Software: Tally ERP 9
Software: ERP Systems
Software: MS Word
Software: Google Sheets

ACHIEVEMENTS

- Successfully managed inventory and reporting operations across multiple organizations. - Experience handling large-volume data and stock records. - Expertise in preparing accurate MIS and audit reports. - Strong understanding of inventory controls and business reporting.

PERSONAL DETAILS

Date of Birth: 30 March 2002
Nationality: Indian
Marital Status: Unmarried
Languages Known: Hindi, English

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.
SAGAR