

# Shivani Burman

MIS Coordinator



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📍 Current Location- Indore 451010

## ABOUT ME

Experienced MIS Coordinator with a strong background in data management, reporting, and process coordination. Proficient in MS Excel, Mail Merging, and MS Office, with expertise in preparing MIS reports business analytics. Holding an MBA in HR & Marketing, I have worked across banking, real estate, and automotive sectors, demonstrating strong analytical skills, efficiency, and attention to detail in data-driven environments.

## WORK EXPERIENCE

### **Kotak Mahindra Bank Ltd.**

1st August 2023 - till now

#### Back Office Associate

Internal team coordination providing data as per required CE on field resolving queries.

Cash collection from customer making receipt (cash, Cheque, DD) cash handling on daily basis.

Preparing all type MIS Like OD MIS, month end report, collection report, Stock Report, Demand report notice mail merging pivot presentation.

Customer Handling Resolving their query regarding penalty settlement, account closer, NOC, NDC, document related, EMI Etc.

### **SOS INFRABULLS Pvt Ltd (Real Estate)**

12<sup>th</sup> December 2022 to - 31<sup>th</sup> July 2023

#### SALE Coordinator

Internal team coordination with sales team to provide leads Resolve their query while they are on field.

Camping shooting through whatapp and making template according to project requirement.

Advance excel working (shorting, filtering, conditional formatting, lookup, mail merging)

### **Bhagwati Motor Pvt. Ltd**

01<sup>st</sup> June 2020 - 30<sup>th</sup> August 2022

#### Back-office coordinator

Managing data sheet, making quotations, client coordination, Inward & outward material MIS Report maintain

## Education

Takshila Institute of Engineering & technology Jabalpur Madhya Pradesh June 2020 - May 2022	MBA (HR & MARKETING) CGPA-7.45
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RDVV University Jabalpur Madhya Pradesh June 2016 - May 2019	B. COM Percentage- 58%
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Jain Girls Higher Secondary School, Katni Madhya Pradesh	Commerce Percentage- 62.60%
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## SKILLS

- Ability to adapt to any situation
- Good time management
- work ethics
- MS office (Word, Excel, Power Point)
- Positive Attitude under pressure
- proficiency Written & verbal communication
- Leadership Team Management
- Customer service provider