

SARTHAK VERMA

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OBJECTIVE

B.Com graduate, currently pursuing MBA, seeking a full-time **Operations / MIS / Backend / Process Support / Back-Office role** in a regular **day-shift office environment** in Gurugram. Skilled in **Excel-based MIS reporting, documentation, data validation, process coordination, and operational support**, with a strong focus on accuracy and timely delivery.

EDUCATION

MBA (In Progress) — Amity University, Noida (2024 – Present)
Bachelor of Commerce (BCom) — Delhi University (2015)

KEY SKILLS

Operations & Process Support

- Backend data handling & verification
- SOP adherence and process coordination
- Record and document lifecycle management
- Internal stakeholder communication

Tools & Software

- MS Excel | MS Word | PowerPoint | Outlook/Email Communication | Google Workspace

EXPERIENCE

MBA Operations/MIS Coursework (Ongoing)

Amity University, Noida | 2024 – Present

- Built and managed **expense/financial tracking datasets**, ensuring structured and error-free entries
- Performed **data cleaning, duplicate removal, validation, and formatting** for MIS usability
- Created **summary insights using Pivot Tables and charts** for operational review
- Practiced **process-based reporting, documentation, and data structuring** as part of MBA assignments

PROJECTS / OPERATIONAL WORK (ACADEMIC)

- **MIS Reporting & Data Reconciliation:** Prepared structured MIS sheets including validations and summaries
- **Process Documentation:** Created workflow and reporting formats for operational use cases
- **Data Management & Accuracy Checks:** Applied Excel functions to audit and reconcile datasets

OTHER DETAILS

Preferred shift: Day shift / regular office hours

Preferred work location: Gurugram

Available to join: Immediately

DECLARATION

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

Place: Gurugram

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