

## Mohammad Kasim

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**New Delhi-110096**

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### Objectives:

Motivated and detail-oriented professional seeking a challenging position as an **MIS Executive**, where I can leverage my skills in data management, reporting, and analysis to contribute to organizational efficiency and strategic decision-making. Backed by progressive experience and a proven track record of exceeding expectations in Management Information Systems. Eager to expand my capabilities in **data analytics** to drive insights and support business growth, while continuing to grow professionally alongside the organization.

### Skills:

- Knowledge of **Advance Excel Function and Formulas** - VLOOKUP, Hlookup, Pivot Table, Countif, Sumif, Chart, Graphs, Conditional Formatting, Report, Dashboard.
- English typing speed 25 to 30 WPM.

### Experience:

- Fresher.

### Technical Training:

- MIS & Analytics Training from **MAATI Academy**, New Delhi.

### **Academic Qualification:**

- 10<sup>th</sup> from UP Board.
- 12<sup>th</sup> from UP Board.
- BCA from Integral University Lucknow.

### **Strength**

- Problem-Solving Ability.
- Team Collaboration.
- Punctuality & Time management.
- Good learning ability.
- Positive attitude.

### **Personal Profile:**

- |                   |                |
|-------------------|----------------|
| ○ Father's name:  | Walijan Ali.   |
| ○ DOB:            | 12/07/1997     |
| ○ Gender:         | Male.          |
| ○ Marital Status: | Single.        |
| ○ Language:       | Hindi English. |
| ○ Hobbies:        | Cricket.       |

### **Declaration:**

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Date.....

Place.....

**(Mohammad Kasim)**