

Mohammad Kasim

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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:

- 10th from UP Board.
- 12th 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)