

# CURRICULUM VITAE

**Name:** - AKASH JAMADAR

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## **Objective:**

Results-driven MIS Analyst with over 4 years of experience in data reporting, analysis, and automation across the real estate sector. Proven expertise in Power BI, Excel, and ERP platforms like SAP and SFDC. Skilled in managing large datasets, automating reporting processes, and generating actionable business insights. Adaptable, fast learner with strong interpersonal skills. Seeking to leverage analytical and reporting capabilities in any industry.

## **Core Skills:**

- Excel (Advanced Functions, Dashboards)
- Google Sheets & Google Forms
- Power BI (DAX, Visualizations, Automation)
- SAP
- SFDC
- Data Automation & KPI Analysis

## **Work Experience:**

**Company Profile:** -

**(Jan'2025 to Jun'2025)**

**Shriram Properties Ltd**

**Designation:** - Deputy Manager – MIS

### **Responsibilities:** -

- Created and shared **daily and weekly performance reports** with the Sales Head for ongoing business tracking.
- Developed and maintained **custom dashboards and reports** using **Salesforce (SFDC)** to support decision-making.
- Coordinated with **Sales and CRM teams** to process **booking forms**, ensuring all checklist requirements were met before submission.
- Managed and updated **project inventory** and **cost sheet**, ensuring real-time accuracy and availability across systems.
- Designed reports and dashboards **based on ad-hoc requirements** from management and stakeholders.
- Conducted **data cleaning and validation** activities to ensure high-quality data for analysis and reporting.
- Supported and managed operational aspects of **Channel Partner (CP) meets** and **project launches**.

**Company Profile: -**  
**Kohinoor Group Pune**  
**Designation: - Sr. MIS Executive (Commercial)**

**(Sep'2023 to Dec'2024)**

**Responsibilities: -**

- Prepared and shared comprehensive **daily and weekly sales reports** with the **Sales Head** for performance tracking.
- Designed and maintained dashboards and **automated reports** using **Salesforce (SFDC)** to support sales analytics and decision-making.
- Managed inventory for both **sales and leasing teams**, ensuring real-time availability and accuracy.
- Developed customized reports and dashboards based on specific **management requirements**.
- Performed **data cleaning** and **validation**, maintaining high levels of **data accuracy and integrity**.
- Managed **Channel Partner (CP) meetings** and **project launches**, handling all data and report-related tasks.
- Created **automated cost sheets** for all commercial projects.
- Managed **data migration** from **ERP systems and Excel** to **SFDC and SAP**, ensuring smooth and error-free transitions.
- Built and presented visual dashboards using **Power BI** to facilitate **sales team performance reviews**.
- Conducted **market analysis** for **commercial sales and leasing**, offering **micro-market insights** to senior management on a **weekly and monthly** basis.
- **Generated Purchase Orders (POs)** and **processed vendor and CP's bills** in **SAP**, ensuring compliance with procurement processes.
- **Monitored and tracked sales incentives** for both **sales and leasing teams**, providing regular updates to management.

**Company Profile: -**  
**The Guardians Real Estate Advisory**  
**Designation: MIS Executive**

**(Dec'2022 to Sep'2023)**

**Responsibilities: -**

- Maintained and updated **Inventory, Availability, Booking Tracker, and CIF data** to ensure accurate and timely reporting.
- Created **Cost Sheets**.
- Prepared and analysed **MIS Reports** including **Sourcing, Closing, and Tele-calling performance reports**.
- Managed **Launch Events** and **Channel Partner (CP) Meets**, ensuring smooth coordination and execution.
- Organized and maintained **CIF, IBM, and OBM** data, ensuring data accuracy and structured storage.
- Generated **Daily, Weekly, and Monthly** reports as per requirements.
- Designed and implemented **Google Forms** for data collection and internal process automation as per business needs.

**Company Profile: -**  
**Goel Ganga Developments**  
**Designation: MIS Executive**

**(Jun'2021 to Nov'2022)**

**Responsibilities: -**

- Maintained and updated **Inventory, Availability, Booking Tracker, and CIF data** to ensure accurate and timely reporting.
- Created **Cost Sheets**.
- Prepared and analysed **MIS Reports** including **Sourcing, Closing, and Tele-calling performance reports**.
- Generated **Daily, Weekly, and Monthly** reports as per requirements.
- Designed and implemented **Google Forms** for data collection and internal process automation as per business needs.

**Academic Qualification: -**

- BCA :- Gulbarga University
- 12<sup>th</sup> :- Karnataka Board (Science)
- 10<sup>th</sup> :- Karnataka Board

**Personal Details:-**

Name : Akash Jamadar  
Date of Birth : 14<sup>th</sup> Jun ,1996  
Languages Known : English, Hindi, Kannada, Marathi.

**Declaration:-**

I hereby declare that all the details mentioned in this resume are true to best of my knowledge.

**Place :- Pune**

**Akash Jamadar**