

VIKAS SALVI

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PROFESSIONAL EXPERIENCE

Overall 12.9 years work experience in Data Analyst, MIS Executive & Database officer (Construction, Educational, Exhibitions industry)

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| ▪ Data Analyst, Rohan Builders (India) Pvt. Ltd (Current) | 2022 |
| ▪ Sr. Mis Executive, The Guardians Real Estate (0.3 Months) | 2022 |
| ▪ Sr. Mis Executive, Group Satellite (2.9 Years) | 2019 |
| ▪ MIS Executive, Kanakia Spaces Realty Pvt. Ltd. (4.7 Years) | 2014 |
| ▪ Executive, Fazlani Altius Business School Pvt. Ltd (1.10 years) | 2012 |
| ▪ Database Officer, Asian Business Exhibition & Conference (2.3 years) | 2010 |

KEY SKILLS

- Strong interpersonal, Analytical and persuasive skills
- A Detail oriented and Commercial Aware Professional with Extensive Knowledge in inspecting, Cleaning, Transforming & Modeling Data with the goal of highlighting useful information.
- In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)
- Proven record of using honesty and discretion when handling business information
- Demonstrated ability to use office equipment with a high degree of accuracy and efficiency
- Effective communication skills in English (R/W), Hindi (R/W), Marathi (R/W) & Gujarati.

PROFESSIONAL EXPERIENCE

Rohan Builders (India) Pvt. Ltd.

Profile: Data Analyst

Aug-2022 -Till Date

- Preparing & publishing Dashboard In Zoho CRM
- Keeping track of daily walk-ins & Booking of all sites.
- Maintaining & Keeping track of Inventory.
- Preparing Report Format as per require by Sales Head.
- Create weekly, Monthly Reports & Daily {Sales & Walk-ins Reports}.
- Complete database management from sourcing to punching to the required reporting formats along with timely updates

Key Learning:

- Using Pivot Table, V-lookup, H-lookup, Count-ifs, Sumifs, Filter, Sorting data for create report on Data.
- Presenting all reports to senior Person or Manager.
- Maintain Accurate Data as per requirement.

Guardians Real Estate Advisory LLP
Profile: Senior Executive MIS

May-2022 –Aug-2022

- Preparing & publishing daily DSR
- Keeping track of daily walk-ins & Booking of all sites.
- Preparing Weekly Meet Presentation for review meet.
- Maintaining & Keeping track of Inventory.
- Maintain Clients data & Co-ordinate with Sales Manager.
- Preparing Report Format as per require by Sales Head.
- Create weekly, Monthly Reports & Daily {Sales & Walk-ins Reports}.
- Complete database management from sourcing to punching to the required reporting formats along with timely updates

Group Satellite

Profile: Sr. MIS Executive

Aug-2019 – May-2022

- Preparing & publishing daily DSR
- Keeping track of daily walk-ins & Booking of all sites.
- Preparing Weekly Meet Presentation for review meet.
- Maintaining & Keeping track of Inventory.
- Maintain Clients data & Co-ordinate with Sales Manager.
- Preparing Report Format as per require by Sales Head.
- Create weekly, Monthly Reports & Daily {Sales & Walk-ins Reports}.
- Complete database management from sourcing to punching to the required reporting formats along with timely updates

Key Learning:

- Using Pivot Table, V-lookup, H-lookup, Count-ifs, Sumifs, Filter, Sorting data for create report on Data.
- Presenting all reports to senior Person or Manager.
- Maintain Accurate Data as per requirement.
- Co-ordinate with other department to collection of data.

Kanakia Spaces Realty Pvt. Ltd.

Profile: MIS Executive

Jul-2014 – Aug - 2019

- Preparing & publishing daily DSR
- Keeping track of daily walk-ins & Booking of all sites.
- Preparing Weekly Meet Presentation for review meet.
- Maintaining & Keeping track of Inventory.
- Maintain Clients data & Co-ordinate with Sales Manager.
- Preparing Report Format as per require by Sales Head.
- Supervising Walk-ins & Booking process during launch activity
- Maintaining and updating Price sheet for project which is being launch
- Create weekly, Monthly Reports & Daily {Sales & Walk-ins Reports}.
- Preparation & Dashboard in Excel of Reports as required.
- Complete database management from sourcing to punching to the required reporting formats along with timely updates

Key Learning:

- Using Pivot Table, V-lookup, H-lookup, Count-ifs, Sumifs, Filter, Sorting data for create report on Data.
- Presenting all reports to senior Person or Manager.
- Maintain Accurate Data as per requirement.
- Co-ordinate with other department to collection of data.
- ☑ Extensive Training Excel Micros.

Fazlani Altius Business School Pvt. Ltd./ People Edge Management Pvt. Ltd.

Profile: Executive

Oct. 2012 – July 2014

- Handling Daily Attendance
- Collecting the documents of new joiners & Preparing purchases for offices and approvals
- Maintaining regular updates of the database (All Three Campus')
- Computer Hardware & Networking
- Handling and Managing various dispatches (Label printing, Covering Letters, Assembling the dispatches etc)

Key Learning:

- Preparing Office purchases
- Handling dispatches
- Updating of database system

Asian Business Exhibition & Conference (ABEC)

Profile: Database Officer

July 2010 – Oct. 2012

- Complete database management from sourcing to punching to the required reporting formats along with timely updates
- Email campaigns with e-Storm Software & Leads forwarded to Head of projects
- Sourcing new database for various industries from different sources like newspaper, magazines, directories, websites etc.
- Converting of various hard copy data into soft copy
- ☑ Maintaining regular updates of the database.

EDUCATION

Qualification	Board	Passing Year	Percentage
B.Com	ITMS (Institute of Technology & Management Studies	2013	64.33%
H.S.C	ITMS (Institute of Technology & Management Studies	2010	67.60%
S.S.C	Gyanbaid International High School.	2009	40%

PERSONAL DETAILS

- Permeant Address : Shrikrishna Nagar, Santosh Nagar,
Gen. Arun Kumar Vaidya Marg,
Goregaon (East), Mumbai 400 063
- Correspondence Address : Flat No. 501, Vitthal Residency,
Uttam Nagar, Shivani Pune - 411023
- Date of Birth : 30th December 1984
- Special Interests : Designing wallpapers, Photography, Cricket, Updating knowledge on
Mobile and automobiles

(VIKAS SALVI)