

VIKAS SALVI

Email: vikassalvi30@gmail.com / vikassalvi30@live.com

Mob No.: +91 8779271121

PROFESSIONAL EXPERIENCE

Overall 14.2 years work experience in Data Analyst, MIS Executive & Database officer (Construction, Educational, Exhibitions industry)

- | | |
|------------------------------------------------------------------------|------|
| ▪ Sr. Mis Executive, Kumar World | 2025 |
| ▪ Data Analyst, Rohan Builders (India) Pvt. Ltd (2. Years) | 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

Kumar World

Profile: Sr. MIS Executive

Mar-2025 - till Date

1. MIS Reporting

- Prepare and circulate daily, weekly, monthly, and quarterly MIS reports for Sales, CRM, Marketing, and Management.
- Generate reports on bookings, cancellations, site visits, conversions, inventory, collections, and targets vs achievement.
- Ensure timely submission of all reports as per defined timelines.

2. Sales & Inventory Management

- Maintain and monitor project-wise, tower-wise, and unit-wise inventory status (Available / Booked / Blocked / Sold).
- Track booking pipeline, pricing, and unit movement.
- Support sales teams with real-time inventory and performance data.

3. Channel Partner (CP) & Referral MIS

- Prepare Channel Partner sourcing and closing reports.
- Track CP slab structures, incentives, referrals, and payouts.
- Share CP performance analysis with Sales leadership.

4. Management Dashboards & Analysis

- Develop management dashboards highlighting key KPIs and trends.
- Provide analysis, insights, and red-flag indicators to senior management.
- Support monthly reviews, business meetings, and audits.

5. Process Improvement & Automation

- Improve MIS efficiency through Excel automation, formulas, pivot tables, and dashboards.
- Standardize report formats and reduce manual effort.
- Suggest process improvements for better data flow and reporting.

Tools & Skills

- Advanced MS Excel (Pivot Tables, Lookups, Conditional Formatting)
- Basic knowledge of CRM systems (StrategicERP / in-house CRM)
- Strong data analysis & reporting skills

Rohan Builders (India) Pvt. Ltd. Profile:**Data Analyst****Aug-2022 – Mar 2025**

- 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.
- Co-ordinate with Sales department to collection of data

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